

Project Managers Forms Companion

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BIM Handbook - Rafael Sacks 2018-07-03

Discover BIM: A better way to build better buildings Building Information Modeling (BIM) offers a novel approach to design, construction, and facility management in which a digital representation of the building product and process is used to facilitate the exchange and interoperability of information in digital format. BIM is beginning to change the way buildings look, the way they function, and the ways in which they are designed and built. The BIM Handbook, Third Edition provides an in-depth understanding of BIM technologies, the business and organizational issues associated with its implementation, and the profound advantages that effective use of BIM can provide to all members of a project team. Updates to this edition include: Information on the ways in which professionals should use BIM to gain maximum value New topics such as collaborative working, national and major construction clients, BIM standards and guides A discussion on how various professional roles have expanded through the widespread use and the new avenues of BIM practices and services A wealth of new case studies that clearly illustrate exactly how BIM is applied in a wide variety of conditions Painting a colorful and thorough picture of the state of the art in building information modeling, the BIM Handbook, Third Edition guides readers to successful implementations, helping them to avoid needless frustration and costs and take full advantage of this paradigm-shifting approach to construct better buildings that consume fewer materials and require less time, labor, and capital resources.

Project Management the Agile Way, Second Edition - John C. Goodpasture 2015-11-01

"...a well written and content rich book. From a teacher's perspective, using this book in an advanced project management seminar challenges students to understand the application of these concepts." —Alexander Walton, PMP, IT consultant to the University of California at Berkeley Widely acclaimed as one of the top agile books in its first edition, Project Management the Agile Way has now been updated and redesigned by popular demand. This second edition is in a modular format to facilitate training and advanced course instruction, and provides new coverage of agile, such as hybrid agile methods, the latest public sector practices, and a chapter dedicated to transitioning to agile. It discusses the "grand bargain" between project management and business; the shift in dominance from plans to product and from input to output; and introduces new concepts such as return on benefit. Experienced practitioners and students that want to learn how to make agile work effectively in the enterprise should read this book. Individuals preparing for the PMI Agile Certified Practitioner (PMI-ACP)® examination, and training providers developing courses, will find this second edition quite helpful.

The Project Management Answer Book - Jeff Furman PMP 2014-12-01

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.

International Project Management - Kathrin Köster 2009-10-29

Electronic Inspection Copy available for instructors here With project management becoming an increasingly global endeavour, a comprehensive and international student text that reflects this reality is essential. International Project Management does just that, systematically linking the key elements of cross-cultural management and the particularities of an international context, with the tools and techniques of project management. Key features include: - A wide variety of examples and illustrations, including an in-depth, end-of-chapter case study with case questions; - Student exercises and review questions; - Detailed further reading - The full support of a Companion Website, featuring a Teacher's Manual Visit the Companion Website at www.sagepub.co.uk/koster

Agile Project Management with Scrum - Ken Schwaber 2004-02-11

The rules and practices for Scrum—a simple process for managing complex projects—are few, straightforward, and easy to learn. But Scrum's simplicity itself—its lack of prescription—can be disarming, and new practitioners often find themselves reverting to old project management habits and tools and yielding lesser results. In this illuminating series of case studies, Scrum co-creator and evangelist Ken Schwaber identifies the real-world lessons—the successes and failures—culled from his years of experience coaching companies in agile project management. Through them, you'll understand how to use Scrum to solve complex problems and drive better results—delivering more valuable software faster. Gain the foundation in Scrum theory—and practice—you need to: Rein in even the most complex, unwieldy projects Effectively manage unknown or changing product requirements Simplify the chain of command with self-managing development teams Receive clearer specifications—and feedback—from customers Greatly reduce project planning time and required tools Build—and release—products in 30-day cycles so clients get deliverables earlier Avoid missteps by regularly inspecting, reporting on, and fine-tuning projects Support multiple teams working on a large-scale project from many geographic locations Maximize return on investment!

Practice Standard for Scheduling - Third Edition - Project Management Institute 2019-05-02

Practice Standard for Scheduling—Third Edition provides the latest thinking regarding good and accepted practices in the area of scheduling for a project. This updated practice standard expounds on the information contained in Section 6 on Project Schedule Management of the PMBOK® Guide. In this new edition, you will learn to identify the elements of a good schedule model, its purpose, use, and benefits. You will also discover what is required to produce and maintain a good schedule model. Also included: a definition of schedule model; uses and benefits of the schedule model; definitions of key terms and steps for scheduling; detailed descriptions of scheduling components; guidance on the principles and concepts of schedule model creation and use; descriptions of schedule model principles and concepts; uses and applications of adaptive project management approaches, such as agile, in scheduling; guidance and information on generally accepted good practices; and more.

Painless Project Management - Pamela McGhee 2007-09-28

A detailed guide to successful, efficient project management, written by two pros with a combined 55 years

"in the trenches!" Project management is a vital and growing component of many organizations and can literally make or break a company. In this step-by-step guide, two project management consultants present a comprehensive guide to effective project management, complete with real stories and case studies from actual project managers. This straightforward guide cuts through the technical jargon to present an easy-to-follow, easy-to-learn approach to executing any project from beginning to end. Project managers, as well as those who want to learn more about project management, will find this guide to be an indispensable resource for all their projects.

The Standard for Risk Management in Portfolios, Programs, and Projects (RUSSIAN) - Project Management Institute Project Management Institute 2022-02-03

This is an update and expansion upon PMI's popular reference, The Practice Standard for Project Risk Management. Risk Management addresses the fact that certain events or conditions may occur with impacts on project, program, and portfolio objectives. This standard will: identify the core principles for risk management; describe the fundamentals of risk management and the environment within which it is carried out; define the risk management life cycle; and apply risk management principles to the portfolio, program, and project domains within the context of an enterprise risk management approach It is primarily written for portfolio, program, and project managers, but is a useful tool for leaders and business consumers of risk management, and other stakeholders.

Bridging the PM Competency Gap - Loredana Abramo 2017

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.

Successful Project Management - Bonnie Biafore 2011-03-15

Learn best practices and proven methods from project management professionals—and apply these skills as you work with Microsoft Project. In this practical guide, project management expert Bonnie Biafore shows you how to manage projects efficiently and effectively, sharing the real-world experiences of project managers in several industries. You'll learn how to put the best practices and hard-won lessons of experts to work on your critical projects. Sharpen the skills you need to manage projects expertly—from start to finish Communicate effectively with project stakeholders, management, and team members Apply methods to break down the project into small, manageable pieces Define work assignments, choose resources, and build project schedules Accurately estimate project costs and work with a budget Identify project changes and manage risks Track progress and balance priorities without sacrificing quality Document project history and lessons learned to help improve future projects Project files available on the companion website.

Head First PMP - Jennifer Greene 2009-07-22

Prepare for the PMP certification exam in a unique and inspiring way with Head First PMP. The second edition of this book provides 100% coverage of the latest principles and certification objectives offered in The PMBOK Guide, 4th edition, with a visually rich format is designed for the way your brain works. You'll find a full-length sample exam included inside the book. Using the latest research in neurobiology, cognitive science, and learning theory, Head First PMP offers you a multi-sensory experience that helps the material stick, not a text-heavy approach that puts you to sleep. You get a thorough and effective preparation guide with hundreds of practice questions and exam strategies, along with puzzles, games, problems, and exercises that make learning easy and entertaining. More than just passing a test, a PMP certification means that you have the knowledge to solve most common project problems, but studying for a difficult four-hour exam on project management isn't easy, even for experienced project managers. The book teaches underlying concepts so that you can understand the PMBOK principles and pass the certification exam with flying colors. Head First PMP puts project management principles into context to help you understand, remember, and apply them -- not just on the exam, but also on the job.

A Project Manager's Book of Forms - Cynthia Snyder Stackpole 2013-02-04

The only book of forms that exactly follows the content of the PMBOK Guide, A Project Manager's Book of Forms provides a "road map" approach so readers know exactly where they are and what forms precede

and follow their current position on a project. This Second Edition aligns with the release of the Fifth Edition of the PMBOK Guide. Hard copies of the forms may be taken and reproduced directly from the book, and completely editable electronic versions of all the blank forms, in Microsoft Office-compatible format, are available on an accompanying website. You may use them as is or tailor them to your own needs.

A User's Manual to the PMBOK Guide - Cynthia Snyder Stackpole 2013-01-30

The must-have manual to understand and use the latest edition of the Fifth Edition The professional standard in the field of project management, A Guide to the Project Management Body of Knowledge (PMBOK® Guide—Fifth Edition) published by the Project Management Institute (PMI®) serves as the ultimate resource for professionals and as a valuable studying and training device for students taking the PMP® Exam. A User's Manual to the PMBOK® Guide takes the next logical step to act as a true user's manual. With an accessible format and easy-to-understand language, it helps to not only distill essential information contained in the PMBOK® Guide—Fifth Edition, but also fills an educational gap by offering instruction on how to apply its various tools and techniques. This edition of the User's Manual: Defines each project management process in the PMBOK® Guide—Fifth Edition, describes the intent, and discusses the individual ITTOs (inputs, tools and techniques, and outputs) Features examples, handy tips, and sample forms to supplement learning Contains a data flow diagram of each process in the PMBOK® Guide—Fifth Edition to show how information is distributed Is updated to provide deeper coverage of stakeholder management and to include new processes for scope, schedule, cost, and stakeholder management The User's Manual enables you to put the PMBOK Guide—Fifth Edition to work on your projects. It will help you implement the processes described in the PMBOK Guide—Fifth Edition and apply the tools and techniques to help make your projects successful. Thorough in coverage and rich in content, it is a worthy companion to augment the important strategies laid out in the PMBOK® Guide—Fifth Edition, and the one book that aspiring or professional project managers should never be without. Fully updated to align with A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Fifth Edition Describes how to apply tools and techniques for projects and how to create process outputs Presents information by process group Expands upon the PMBOK® Guide with information on the sponsor's role and planning loops Integrates and describes interpersonal skills into the process where they are identified (PMBOK, PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Implementing Program Management - Ginger Levin 2009-10-05

In early 2007, the Project Management Institute (PMI) piloted the now highly sought after Program Management Professional (PgMP) credential, reflecting the growing trend for organizations to coordinate the work done on numerous stand-alone projects into a cohesive program-type structure. Written by two successful PgMPs, Implementing Program Management

Project Management Metrics, KPIs, and Dashboards - Harold Kerzner 2017-10-16

Harold Kerzner's essential strategies on measuring project management performance With the growth of complex projects, stakeholder involvement, and advancements in visual-based technology, metrics and KPIs (key performance indicators) are key factors in evaluating project performance. Dashboard reporting systems provide accessible project performance data, and sharing this vital data in a concise and consistent manner is a key communication responsibility of all project managers. This third edition of Kerzner's groundbreaking work, Project Management Metrics, KPIs, and Dashboards: A Guide to Measuring and Monitoring Project Performance, helps functional managers gain a thorough grasp of what metrics and KPIs are and how to use them. Plus, this edition includes new sections on processing dashboard information, portfolio management PMO and metrics, and BI tool flexibility. • Offers comprehensive coverage of the different dashboard types, design issues, and applications Provides full-color dashboards from some of the most successful project management companies, including IBM, Microsoft, and others Aligns with PMI's PMBOK® Guide and stresses value-driven project management PPT decks are available by chapter and a test bank will be available for use in seminar presentations and courses Get ready to bolster your awareness of what good metrics management really entails today—and be armed with the knowledge to measure performance more effectively.

An Integration Framework for Knowledge-Supported Project Management in IT Consortia -

Andreas Grünwald

Quality Software Project Management - Robert T. Futrell 2002

Drawing on best practices identified at the Software Quality Institute and embodied in bodies of knowledge from the Project Management Institute, the American Society of Quality, IEEE, and the Software Engineering Institute, *Quality Software Project Management* teaches 34 critical skills that allow any manager to minimize costs, risks, and time-to-market. Written by leading practitioners Robert T. Futrell, Donald F. Shafer, and Linda I. Shafer, it addresses the entire project lifecycle, covering process, project, and people. It contains extensive practical resources—including downloadable checklists, templates, and forms.

Lessons in Project Management - Jeffrey Mochal 2008-01-01

Accessible, easy to read case-studies in real-world project management challenges, each case study contains a story of the problem followed by an examination of the solution presented in easy to understand language.

Fundamentals of Project Management - James P. Lewis 2002

Updated concepts and tools to set up project plans, schedule work, monitor progress—and consistently achieve desired project results. In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project—from developing the goals and objectives to managing the project team—and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization—in any industry.

Proceedings of the 6th International Asia Conference on Industrial Engineering and Management Innovation - Ershi Qi 2015-10-12

The 6th International Asia Conference on Industrial Engineering and Management Innovation is sponsored by the Chinese Industrial Engineering Institution and organized by Tianjin University. The conference aims to share and disseminate information on the most recent and relevant researches, theories and practices in industrial and system engineering to promote their development and application in university and enterprises.

Your Project Management Coach - Bonnie Biafore 2012-02-07

A pragmatic approach to project management Many projects fail to deliver on time or on budget, or even to deliver a workable product that satisfies the customer. While good project management goes a long way towards ensuring success, managers often fail to follow the plans they implement. This unique guide helps you understand and successfully handle project management, once and for all. Covering practical ways to solve problems you'll typically face when managing actual projects, this pragmatic book takes you through a full project management lifecycle. You'll find ample tips, tricks, and best practices—all richly illustrated with real case studies. Find out how to plan for risk, get wayward projects back on track, manage a whole portfolio of projects, and much more. Each topic in the book is mapped to the exam topics of the PMP® Certification Exam, so PMP certification candidates can also use this book for test prep. The book's companion web site offers downloadable forms, templates, and checklists. Explains project management for the real world using a pragmatic approach that includes field-tested techniques, case studies to illustrate concepts, helpful tips and tricks, and downloadable content Guides you to project management success by providing friendly advice, as if you had a friend or project management consultant at your side, discussing issues Explores how to run successful meetings, how to get wayward projects back on track, planning for risk, and how to manage multiple projects Manage your next project with a personal consultant: your own copy of *Your Project Management Coach: Best Practices for Managing Projects in the Real World*. (PMP is a

registered marks of the Project Management Institute, Inc.)

Kitchen and Bath Business and Project Management, with Website - NKBA (National Kitchen and Bath Association) 2013-12-09

Kitchen & Bath Business Project Management, Second Edition is a comprehensive guide to professional practice for the kitchen and bath professional. This one-stop reference is based on the real-world experiences of kitchen and bath experts to ensure success in business and professional life. *Kitchen & Bath Business Project Management, Second Edition* is illustrated in full color throughout with improved graphic design so that visual learners can easily absorb both technical and professional practice information. This book also includes access to a companion website with easily customizable forms for increased efficiency, and an Instructor's Manual.

A User's Manual to the PMBOK Guide - Cynthia Snyder Stackpole 2010-09-28

Practice Standard for Project Risk Management - Project Management Institute 2009-06-01

The Practice Standard for Project Risk Management covers risk management as it is applied to single projects only. It does not cover risk in programs or portfolios. This practice standard is consistent with the PMBOK® Guide and is aligned with other PMI practice standards. Different projects, organizations and situations require a variety of approaches to risk management and there are several specific ways to conduct risk management that are in agreement with principles of Project Risk Management as presented in this practice standard.

Agile Retrospectives - Esther Derby 2006-07-26

Project retrospectives help teams examine what went right and what went wrong on a project. But traditionally, retrospectives (also known as “post-mortems”) are only held at the end of the project—too late to help. You need agile retrospectives that are iterative and incremental. You need to accurately find and fix problems to help the team today. Now Esther and Diana show you the tools, tricks and tips you need to fix the problems you face on a software development project on an on-going basis. You'll see how to architect retrospectives in general, how to design them specifically for your team and organization, how to run them effectively, how to make the needed changes and how to scale these techniques up. You'll learn how to deal with problems, and implement solutions effectively throughout the project—not just at the end. This book will help you: Design and run effective retrospectives Learn how to find and fix problems Find and reinforce team strengths Address people issues as well as technological Use tools and recipes proven in the real world With regular tune-ups, your team will hum like a precise, world-class orchestra.

The Fast Forward MBA in Project Management - Eric Verzuh 2015-11-09

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.

Project Management Tools and Techniques - Deborah Sater Carstens 2016-04-19

A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project management requires skill and experience as well as many tools and techniques. Project Management Tools and Techniques: A Practical Guide describes these tools and techniques and how to use them, givi

Contracting for Project Management - J. Rodney Turner 2017-07-05

In all but the smallest of projects the project sponsor inevitably has to buy in the goods and services of other suppliers. This requires people to make contracts so that they know the basis on which they are working with each other and to deal with any disagreements that subsequently arise. So a knowledge of contracting specifically for project management is essential if a project is to avoid difficulties and reach a successful conclusion. This book concentrates specifically on the contracting issues that surround projects of any size.

Project Management - Harold Kerzner 2009-04-03

The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management 400 discussion questions More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

A Project Manager's Book of Forms - Cynthia Snyder Stackpole 2010-09-24

This source book of forms and procedures for using them follows exactly the content of the PMBOK® Guide. It provides a road-map approach so readers know exactly where they are and what forms precede and follow their current position on a project. The volume contains forms in hard copy for reproduction as well as in an accompanying CD for use and customization by a wide variety of project managers, consultants, and other associated professionals. (PMBOK is a registered mark of the Project Management Institute, Inc.)

A Project Manager's Book of Forms - Cynthia Snyder Dionisio 2017-11-21

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management, leadership, strategic and business management, and more. The PMBOK® Guide is the primary reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects with multiple demands. This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK® Guide to real-world application, allow PMI to do the work for you: A Project Manager's Book of Forms provides the PMBOK®-

aligned forms you need to quickly and easily implement project management concepts and practices.

Head First PMP - Jennifer Greene 2013-12-18

Now updated for the 2016 PMP exam Learn the latest principles and certification objectives in The PMBOK® Guide, (Fifth Version), in a unique and inspiring way with Head First PMP. This book helps you prepare for the PMP certification exam using a visually rich format designed for the way your brain works. You'll find a full-length sample exam included inside the book. More than just proof of passing a test, a PMP certification means that you have the knowledge to solve most common project problems. But studying for a difficult four-hour exam on project management isn't easy, even for experienced project managers. Drawing on the latest research in neurobiology, cognitive science, and learning theory, Head First PMP offers you a multi-sensory experience that helps the material stick, not a text-heavy approach that puts you to sleep. This book will help you: Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK Guide, Fifth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining Head First PMP puts project management principles into context to help you understand, remember, and apply them—not just on the exam, but also on the job.

The Standard for Portfolio Management - Project Management Institute 2008

Presents an introduction to the processes of portfolio management, discussing how to identify business goals, develop strategy, evaluate environmental and risk factors and successfully complete project objectives. Original.

The Complete Project Manager - Randall Englund MBA, BSEE, NPDP, CBM 2012-04-01

The Complete Project Manager: Integrating People, Organizational, and Technical Skills is the practical guide that addresses the "soft" project management skills that are so essential to successful project, program, and portfolio management. Through a storytelling approach, the authors explain the necessary skills—and how to use them—to create an environment that supports project success. They demonstrate both the "why" and the "how" of creatively applying soft project management skills in the areas of leadership, conflict resolution, negotiations, change management, and more. This guide has an accompanying workbook, The Complete Project Manager's Toolkit, sold separately.

Introduction to Information Retrieval - Christopher D. Manning 2008-07-07

Class-tested and coherent, this textbook teaches classical and web information retrieval, including web search and the related areas of text classification and text clustering from basic concepts. It gives an up-to-date treatment of all aspects of the design and implementation of systems for gathering, indexing, and searching documents; methods for evaluating systems; and an introduction to the use of machine learning methods on text collections. All the important ideas are explained using examples and figures, making it perfect for introductory courses in information retrieval for advanced undergraduates and graduate students in computer science. Based on feedback from extensive classroom experience, the book has been carefully structured in order to make teaching more natural and effective. Slides and additional exercises (with solutions for lecturers) are also available through the book's supporting website to help course instructors prepare their lectures.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) - Project Management Institute Project Management Institute 2021-08-01

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide & Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an

expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

A Project Manager's Book of Tools and Techniques - Cynthia Snyder Dionisio 2018-02-21

A practical guide for putting PMBOK concepts to work A Project Manager's Book of Tools and Techniques is an invaluable resource for students and working professionals alike. Whether you're preparing for the PMP exam or just looking to optimize your project management skills, this book provides detailed explanations for over 100 essential tools described in the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK Guide) Sixth Edition. Going beyond theory and concept to real-world practice, these tools and techniques are the "how" of effective project management; from planning, to implementation, to oversight, and beyond, all phases of the project are represented here to help you more effectively apply critical PMBOK concepts. Comprehensive examples illustrate real-world implementation, and detailed discussion provides expert guidance for both new and experienced project management professionals. Knowing what to do is much different from knowing how to do it; even perfect understanding of the PMBOK Guide doesn't automatically translate into effective practice. This book is designed to help you bridge that gap and expertly apply current project management standards. Delve deeper into the practical tools described in the PMBOK Guide—Sixth Edition Follow detailed examples that illustrate effective project management methods Master project management applications in preparation for the PMP exam Graduate from theory to practice with powerful tools and techniques for success Concepts are only valuable once they are applied—and then they become a skill set that gets results. The PMBOK Guide is the ultimate authority on project management concepts, but translating those concepts into applicable skills requires a detailed understanding of the tools of the field. A Project Manager's Book of Tools and Techniques is a practical manual for putting essential project management concepts into practice.

A pocket companion to PMI's PMBOK Guide Fifth edition - Thomas Wuttke 2015-01-01

Note: This pocket book is available in several languages: English, German, French, Spanish, Dutch. This pocket guide is based on the PMBOK® Guide Fifth Edition. It contains a summary of the PMBOK® Guide, to provide a quick introduction as well as a structured overview of this framework for project management. This pocket guide deals with the key issues and themes within project management and the PMBOK® Guide as follows: - Key terms and definitions in the project management profession- A short overview of the activities of PMI Inc., the organization and its standards: PMBOK® Guide, Standard for Project Portfolio Management, Standard for Program Management and other standards.- The essentials of the Project Lifecycle and Organization. - What are the key project management knowledge areas and processes? Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK® Guide framework or a systematic approach for project management. The book is also very useful for members of a project management team in a project environment using the PMBOK® Guide as a shared reference. A complete but concise description of the PMBOK® Guide, for anyone involved in projects or project management, for only 15,95!

Project Management in Practice - Samuel J. Mantel 2011

Project Management in Practice, 4th Edition focuses on the technical aspects of project management that are directly related to practice.

Facilitating the Project Lifecycle - Janet A. Means 2005-08-05

Step by step, Facilitating the Project Lifecycle guides the project manager/facilitator in making smart choices about when and how to pull key talent together to spell success for the project and ultimately the organization. The authors will help you understand the benefits of using facilitated group work sessions to get real work done during a project and get it done better and more efficiently than more traditional individual work approaches. In addition, the book includes: Recommendations for capitalizing on group knowledge to accelerate the building of key project deliverables and ensure their quality as they are built A work session structure for planning, delivering, and following up facilitated work sessions Guides for building key project deliverables Sample agendas Proven techniques for managing the group dynamics