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review the essential techniques and skills needed to successfully manage a project.

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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.

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8. Project Management: Absolute Beginner's Guide. Greg Horine. Think of this as an easier to read version of the PMBOK. This is a perfect book for people who do not enjoy going through countless dry pages. Greg Horine uses a conversational tone to keep the readers engaged and always stays on the point being discussed.

### 8 Excellent Project Management Books for Absolute Beginners

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## Project Management Absolute Beginner's Guide - A Book Review

Project Management Absolute Beginner's Guide is focused on the first-time practitioner who has to manage a project in the real-world for the first time. The intended audience of readers are individuals new to project management, probably coming from other disciplines such as technologists, knowledge workers, students, and functional managers.

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Project Management Absolute Beginner's Guide by Greg ...

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Work successfully with vendors and Project Management  
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project management

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- 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

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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

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

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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

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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

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philosophy and strategy.

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



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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

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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 all-inclusive guide to exceptional project management that is trusted by hundreds of thousands of readers—now updated and revised The Fast Forward MBA in Project Management: The Comprehensive, Easy to Read Handbook for Beginners and Pros, 6th Edition is a comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you the answers you need now. You'll find cutting-

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Provides instructions for writing C code to create games and mobile applications using the new C11 standard.

Make the most of Project 2013 without becoming a technical expert! This book is the fastest way to take control of Project 2013, and use it to efficiently manage every phase of your

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project, from up-front planning through project completion and post-mortems. Even if you've never used Microsoft Project before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Project 2013 has never, ever been this simple! Who knew how simple Project® 2013 could be? This is the easiest, most practical beginner's guide to running real projects with Project 2013—simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Master today's best project management techniques
- Use Project 2013 to solve many key project management problems
- Master Project's revamped interface, from Start screen to Backstage
- Leverage Project 2013's best new features in your day-to-day work
- Get comfortable with the Project Window and its

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powerful views □ Set up realistic project schedules and calendars □ Add new tasks, dependencies, and resources □ Create budgets, track costs, and quickly resolve cost overruns □ Smoothly reflect changes in your project □ Report on progress, from completed work to anticipated finish dates □ Strengthen decision-making with dashboards, plans, and timelines □ Streamline processes by integrating Project with SharePoint and Office □ Securely share project data with team participants and stakeholders □ Improve efficiency by customizing Project's interface to your needs □ Coherently manage complex project portfolios □ Extend project management to smartphones, tablets, and the cloud

Brian Kennemer, Microsoft MVP for Project and Project Server, has worked with Project since 1997. He served on the Microsoft

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Consulting Services Global Enterprise Project Management team for five years, and has helped several Microsoft Partners design and deploy Project Server-based systems. Sonia Atchison has worked with Microsoft Project since 1999. In 2006, she joined Microsoft's writing team, producing extensive help content, videos, and content for Office.com and TechNet.

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

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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



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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.

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Expert project manager Horine reveals exactly what works and what doesn't for managing projects. His new edition jumpstarts project management expertise even faster, with all-new insights on Microsoft Project, challenging project situations, and intriguing project management topics of the day.

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