

The Non Project Managers Guide To Project Management

Gary M Nelson

The Non-Project Manager's Guide to Project Management Sam Buah,2021-02-26 The Non-Project Manager's Guide to Project Management is a practical and easy to understand guide for anyone new to project management. Whether you are completely new to or are a practicing project manager, you will benefit from the wealth of knowledge and examples shared in this book.

Project Management for Non-Project Managers Jack Ferraro,2012-04-18 This practical guide reveals the project management methodology and processes that will give you the advantage to ensure your projects' success--and advance organizational goals. As a seasoned project management consultant and instructor for the American Management Association, author Jack Ferraro has gained years of experience bridging the gap between project managers and functional managers to help countless teams improve their performance. In this book, he demystifies the jargon and processes of project management, encouraging functional managers to jump into the PM arena and arming them with step-by-step guidelines for mastering the most critical PM skills. In Project Management for Non-Project Managers, you will discover: business analysis techniques, work breakdown structures, program sequencing techniques, and risk management methods. Great managers are experts at getting bottom-line results, but often do not understand their role in the success or failure of their organization's projects. As projects become more strategic and collaborative, managers with even basic project-management knowledge are most capable of keeping projects business-focused. By switching gears from passive bystander to active owner of project strategies, you'll keep your team's projects on track and, as a result, increase their business value.

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 processThe 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 roleThe 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.

A Manager's Guide to Project Management Michael B. Bender, 2009-06-03 There are plenty of books about project management, but this is the first one written for the people who have the most at stake: the senior executives who will ultimately be held accountable for the successes of the projects they approve and supervise. Top enterprise project

management expert Michael Bender explains project management from the perspective that matters most to executives: adding value. Most books view project management from the inside, focusing primarily on lower-level issues, such as the creation of Work Breakdown Structures. A Manager's Guide to Project Management views it from above, explaining how project managers can best achieve the strategic goals of the business; the executive's role in successful project management; and the tools available to executives who want to gain greater value from project management. Drawing on his extensive experience, Bender shows how to: make sure project and enterprise goals align; structure organizations to support more effective project communication and decision making; integrate project processes with other organizational processes; oversee projects more effectively. This book contains a full section on understanding and managing projects as capital investments, including detailed coverage of building balanced project portfolios. Bender concludes with a sophisticated discussion of managing projects in global environments and optimizing resources where multiple projects must be managed.

Project Manager Street Smarts Linda Kretz Zaval, Terri Wagner, 2011-08-24 The perfect workbook for project managers and PMP exam candidates seeking practical experience New project managers and students pursuing the Project Management Professional certification are looking for practical experience to solidify their skills. The step-by-step tasks presented in this book offer them an opportunity to practice the common tasks project managers face in the real world. The authors, both expert project management trainers and consultants, explore each phase of project management: initiation, planning, execution, monitoring and control, and closing the project, with in-depth instructions for handling the tasks associated with each phase. New project managers and exam candidates need practical experience to perfect their skills; this book helps them learn through real-world scenarios Explores each phase of project management, offering step-by-step instructions to many of the tasks project managers confront each day Covers all phases of project management, including initiating the project, planning, executing, monitoring, controlling, and closing the project Looks at defining scope, developing a project charter, creating a plan to manage change, breaking down the work, managing resource allocation, measuring performance, and releasing resources Fully updated to cover everything required for the 2011 PMP exam PMP exam candidates and anyone new to project management will benefit from the hands-on exercises in this book.

Project Management for the Unofficial Project Manager (Updated and Revised Edition) Kory Kogon, Suzette Blakemore, 2024-01-16 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 and Suzette Blakemore understand the importance of leadership in project completion and explain that people are crucial in the formula for success. This updated and revised edition of Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the value, people, and project management process: Scope Plan

Engage Track and Adapt Close If you're struggling to ensure multiple projects are finished with high value and on time, 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, but with the right strategies, you can excel in this project economy.

The Project Manager's Guide to Health Information Technology Implementation Susan M. Houston,2017-08-14 This book focuses on providing information on project management specific for software implementations within the healthcare industry. It can be used as a beginners' guide as well as a reference for current project managers who might be new to software implementations. Utilizing the Project Management Institute's (PMI) methodology, the defined process groups and knowledge areas will be defined related to implementing custom and Commercial Off The Shelf (COTS) software. The Software Development Life Cycle (SDLC) is a standard for developing custom software, but can also be followed for implementing COTS applications as well. How will the system be set-up from an architecture and hardware standpoint? What environments will be needed and why? How are changes managed throughout the project and after? These questions and more will be reviewed. The differences between types of testing are defined as well as when each are utilized. Planning for the activation and measuring the success of the project and how well the strategic need has been met are key activities that are often not given the time and effort to plan as the other parts of the implementation project. This new edition updates the current content to better align with the newest version of the PMI's Project Management Body of Knowledge (PMBOK), the latest technology and concepts. In addition, this new edition includes additional chapters covering security and privacy, contract management and system selection and transition to support.

The Government Manager's Guide to Project Management Jonathan Weinstein,Jonathan Weinstein PMP,Timothy Jacques,Timothy Jacques PMP,2013-08 This realistic cross-section of the project management discipline in the federal arena will help anyone leading, working on, or affecting the direction of a project team. It covers the entire scope of project management from organization to methodology, technology to leadership. This volume focuses on the three project management organizational dimensions of culture, systems, and structure. Federal practices and successes in the areas of communication, project leadership, stakeholders, and key competencies are highlighted. The book offers clear and practical advice drawn from a variety of project management successes in the federal arena.

Project Management Absolute Beginner's Guide Greg Horine,2017-02-09 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

Creating a Greater Whole Susan G. Schwartz, 2017-12-14 *Creating a Greater Whole* unlocks the not-so-secret secrets of what aspiring managers need to become strong leaders. This information-rich, easy to understand guide offers readers an immediate clear path to honing their leadership skills using the rigor and discipline of project management principles. Topics include stakeholder management, collaborative communication, multi-criteria decision making, and conflict management. Reflective exercises in each chapter raise key questions for readers to craft their own development path. The process invites emerging leaders to draw from their past experiences, recognize their intrinsic capabilities, and identify specific skills to cultivate.

Maximizing Project Value John Goodpasture, John Goodpasture PMP, 2013-02 *Increase Project Value = Attain the Goal* Maximizing project value is about optimizing the tradeoff between project value and business value, two values that are constantly in tension between the project manager and the project sponsor. In this book the author brings his wealth of experience in project management to demonstrate how to increase a project's value and ultimately contribute to the attainment of business goals From exploring the nature of "value," as tangible resources and moral or ethical attributes, to how best to approach decision-making, the book offers thorough coverage of this essential aspect of project management. The tools and methods the author describes include:

- Building the business case
- Using a project balance sheet
- Employing earned value
- Introducing game theory for optimizing strategies

This valuable reference should be on the desk of

every project sponsor, business stakeholder, project manager, portfolio manager, project practitioner, and functional manager.

Commercial Project Management Robin Hornby, 2017-05-12 Selling and delivering a project to a satisfied client, and making a profit, is a complex task. Project manager and author Robin Hornby believes this has been neglected by current standards and is poorly understood by professionals in the field. Commercial Project Management aims to rectify this deficiency. As a unique 'how-to' guide for project and business managers, it offers practical guidance, and a wealth of explanatory illustrations, useful techniques, proven checklists, real life examples, and case stories. It will give project managers a needed confidence boost and a head start in their demanding role as they go 'on contract'. At the heart of Robin's approach is a vendor sales and delivery lifecycle that provides a framework for business control of projects. Unique elements include the integration of buyer and vendor project lifecycles, the recasting of project management as a cyclic set of functions to lead the work of the project, and the elevation of risk assessment from a project toolkit to a fundamental control process. Beyond project management, the book proposes a comprehensive template for the firm whose business is delivering projects. This is a how-to book for project and business managers working in a commercial environment looking for practical guidance on conducting their projects and organizing their firm.

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.

Gazza's Guide to Practical Project Management Gary M Nelson,2012-09-10 Life is complicated. If we can simplify the job of getting things done, the better off we usually are. This is particularly important in managing projects. In this book, Gary (Gazza) tackles the complexity of managing projects by breaking the essential components of Project Management down into practical, simple concepts. Whether you simply have an interest in Project Management or are already managing them, this book has something for you. For most people, we remember things best when they are accompanied by music, or are part of a story. While there is no musical score to this book, there are plenty of project management lessons wrapped in entertaining stories to help the concepts stick. Featuring popular episodes from Gazza's Corner blog and all-new content, this book addresses the four main stages of typical projects: Initiation/Planning, Execution, Closeout and Project Control. What you will find in this book: Learn about the importance of the Project Kickoff - and why you need a Monkey to help you through it. Need to create a new Project Plan? Learn to write it as a story based on lessons learned from a famous author. Writing requirements? Learn how to develop exceptional ones through lessons learned from Ice Cream - and the Spice Girls. Implementing Organizational Change? Learn how to do it successfully by growing a Desert. Learn about the essentials of Risk Management from a pocket umbrella in the heart of the Australian Desert. You can't get there from here: tips on getting things done, in spite of it all. A playful theory on the origin of writing - and why it is so important that we write stuff down. Working with Virtual Teams or Volunteers? Read key lessons on working with both types of teams. And many other topics. From managing hundreds of small, concurrent projects to multi-year, multi-million dollar ventures, Gazza shares his 20+ years of experience and lessons learned to help you along the project management journey.

Project Management Simplified Barbara Karten,2016-01-06 Are projects a problem for you? Do your projects cost too much, take too long, or are just not quite right? If so, Project Management Simplified: A Step-by-Step Process is the book for you. It applies well-defined processes for managing projects to managing change in our lives. It describes an approach modeled on a process used successfully in busi

A Project Manager's Guide to Passing the Project Management (PMP) Exam Brent W Knapp Pmp,2010-02-03 Apply your project management skills to the unique challenges of information technology (IT) projects with strategies developed in the field by experienced IT project managers. Discover critical success factors and hidden risks?and get proven, cost-effective solutions.This book addresses all areas of IT project management: hardware, software, systems integration, and human resources. In addition, the book addresses the role of the project manager at each phase of the project life cycle and helps you to gain the foundation, experience, techniques and tools to manage each stage of your project. You will learn techniques to set goals tied directly to stakeholder needs, get the most from your project management team and utilize project management tools to get work done on time and within budget.Designed for both new and veteran project managers, this

book extends traditional project management concepts into the IT arena. You'll gain an understanding of the strategies and skills necessary to manage IT projects of any size.

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.

Painless Project Management Pamela McGhee, Peter McAliney, 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.

Managing Change in Organizations Project Management Institute, 2013-08-01 *Managing Change in Organizations: A Practice Guide* is unique in that it integrates two traditionally disparate world views on managing change: organizational development/human resources and portfolio/program/project management. By bringing these together, professionals from

both worlds can use project management approaches to effectively create and manage change. This practice guide begins by providing the reader with a framework for creating organizational agility and judging change readiness.

The Project Manager's Guide to Making Successful Decisions Robert A. Powell PhD, Dennis M. Buede PhD, 2008-12-01 Make Better Decisions While Managing Projects! Decision-making is critical in project management. Lack of decision-making knowledge, avoidable mistakes, and improper definitions can negatively impact your company's ability to generate profit. The Project Manager's Guide to Making Successful Decisions is a practical handbook that focuses on the significance of project decision-making skills that will all you to reach workable and effective results. This valuable resource highlights numerous decisions necessary to support the project management life cycle, presents various techniques that facilitate the decision-making process, provides an overview of decision analysis as it relates to project management, and much more! + Understand different types of decision-making processes and cycles + Recognize how to frame the decision and gather better information + Define alternatives and assessments to make the right decision + Analyze short case studies demonstrating project decision making success

The Non Project Managers Guide To Project Management Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**The Non Project Managers Guide To Project Management**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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