

Project Management Absolute Beginners Guide 3rd

Project Management Absolute Beginner's Guide
Absolute Beginner's Guide to Project Management
Absolute Beginner's Guide to Project Management, Second Edition
Project Management Absolute Beginner's Guide, Fourth Edition
Absolute Beginner's Guide to Programming
Project Management Absolute Beginner's Guide, Third Edition
Home Automation Made Easy
TDBoK™ Guide
Absolute Beginner's Guide to Project Management
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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

one stop guide to effectively managing and leading successful projects the first time

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

this book covers the basic aspects of programming readers will get a good understanding of various programming languages discusses programming with windows dos unix and os 2 and the differences between them

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

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This book sets up the general framework for our project management discussion and accelerates your project management learning curve, including an insightful review of successful projects and project managers. The book reviews the processes that establish the foundation for your project, it reviews the processes that allow you to effectively monitor, track, correct, and protect your project's performance. It also reviews the key leadership and people-focused skills that you need to meet today's business demands. Introduction

Feeling stuck? Find out how to work toward the career of your dreams. If you're slogging through your days in a boring or unrewarding job, it may be time to make a big change. *Careers for Dummies* is a comprehensive career guide from a top career coach and counselor that will help you jumpstart your career and your life. Dive in to learn more about career opportunities with a plethora of job descriptions and the certifications, degrees, and continuing education that can help you build the career you've always wanted. Whether you're entering the workforce for the first time or a career-oriented person who needs or wants a change, this book has valuable information that can help you achieve your career goals. Find out how you can build your personal brand to become more attractive to potential employers, how to create a plan to get from here to there on your career path, and access videos and checklists that help to drive home all the key points. If you're not happy in your day-to-day work now, there's no better time than the present to work towards change. Get inspired by learning about a wide variety of careers, create a path forward for a new or better career that will be rewarding and fun, determine how to build your personal brand to enhance your career opportunities, get tips from a top career coach to help you plan and implement a strategy for a more rewarding work life. *Careers for Dummies* is the complete resource for those looking to enhance their careers or embark on a more rewarding work experience.

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