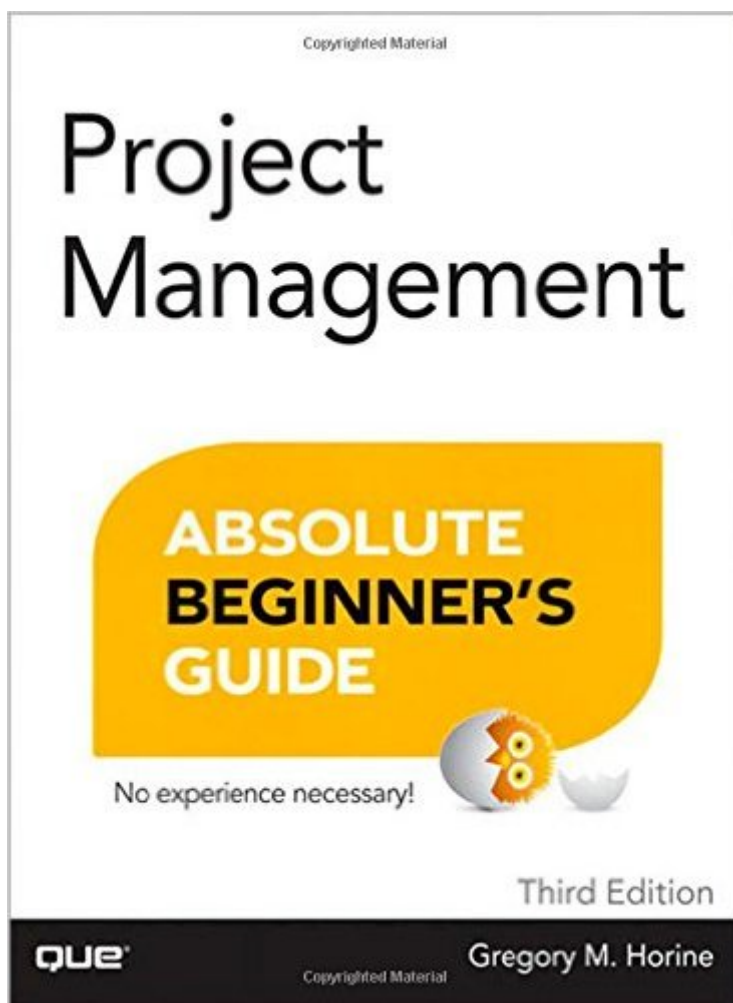**The book was found**

Project Management Absolute Beginner's Guide (3rd Edition)

Synopsis

Succeed as a project manager, even if youâ ™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! Â Who knew how simple Project Management â could be? Â This is todayâ ™s best beginnerâ ™s guide to modern project managementâ |simple, practical instructions for succeeding with every task youâ ™ll need to perform! Hereâ ™s a small sample of what youâ ™ll learn: Â â ¢ Master the key skills and qualities every project manager needs â ¢ Lead projects, donâ ™t just â œmanageâ • them â ¢ Avoid 15 most common mistakes new project managers make â ¢ Learn from troubled, successful, and â œrecoveredâ • projects â ¢ Set the stage for success by effectively defining your project â ¢ Build a usable project plan and an accurate work breakdown structure (WBS) â ¢ Create budgets and schedules that help you manage risk â ¢ Use powerful control and reporting techniques, including earned value management â ¢ Smoothly manage project changes, issues, risks, deliverables, and quality â ¢ Manage project communications and stakeholder expectations â ¢ Organize and lead high-performance project teams â ¢ Manage cross-functional, cross-cultural, and virtual projects â ¢ Work successfully with vendors and Project Management Offices â ¢ Make the most of Microsoft Project and new web-based alternatives â ¢ Get started with agile and â œcritical chainâ • project management

Book Information

Customer Reviews

After spending a lot time wondering why our project always get off track. I finally found this book. Read the whole thing in a couple days. Easy Read!! I spent the next day outlining a project definition to present for discussion at our next meeting. So many light bulbs went off while reading this book of things we can do differently. If we would have done a few of these things on past projects, it would have saved us months.

I found this book covered a good foundation of the basics and leadership skills needed. I had trouble following the organization of the book. This may be because I was looking for something that I could follow step by step to practice doing project management, which this book does not give you. Also I was looking for more templates and samples but they did not include many and in some cases specifically mentioned that these were purposely not included. There are still many good points and tips in this book but I found when I tried to organize the information to coach my staff, I had to go through the information a few times and chart out to organize in a cohesive helpful resource.

As a book of complete lists of things that you find it the project management world it is really good. If beginner and even experienced project managers would like to have comprehensive checklists of "all things required" or "all things that should be done" this is a very good book. You will know what artifacts should be produced and have many checklists of things to have / do.However, where this book is really disappointing a (in terms of the target of absolute beginners) is the lack of how to do things. PM starting a career will know what they should have / should create / need to do but not HOW to do it. The book is extremely light on PROCESSES - the execution of the tasks. I appreciate it would make it twice (if not 3x) the size but it is a bit of a misnomer to think that you will learn project management from the book. We use it as a guide for an introductory PM module and even then it needs to be supplemented with significant how to material.One troublesome issue for me remains p72/73 that lists ten plans to follow from project planning yet this is all "above the line" - i.e. project control (which is correct) but completed omitted here is the major output of project planning - the project plan itself!Having said all of the above, it remains one of the better textbooks in project management for novices and is recommended as a comprehensive checklist.

I been associated with Project Management for 24 years, this book is a great refresher for me. The book is well organized and the diagrams at the end of each chapter are a great way to summarizes the key points of the chapter. The author's lessons learned are invaluable for anybody planning to be a project manager. The author gives you practical knowledge and shows you how to apply it, this will allow you ascend up the learning curve quickly.

Have adopted this for my Project Management course. I chose it because it's not overly complicated. Most of the textbooks are fine for anyone who knows they want to make a career in PM. But for College juniors & seniors who need an important and value-adding elective course, they're gross overkill. This book is straightforward and presents the essence in a practical and user-friendly way. I'll have to re-review it when the semester is finished.

I am new to project management and I started devouring Project Management: Absolute Beginner's Guide and became confident in the projects at our NPO. The author Gregory M. Horine takes the reader from what project management (PM) is to Project Planning, Project Control and to Project Execution with a look at Microsoft Project 2010. I like the summary map after each chapter that puts everything you've learned into a concise chart for quick reference. He uses the Gantt Chart to show the reader how to develop the project plan, the schedule and the execution. The section on leadership is different from many other leadership theories. One manages projects but leads people. The author is adamant that project leadership is servant leadership and the project manager should be able to take the sponsors', all the other stakeholders and the team members perspectives. That is a tall order for any leader more concerned about how he or she will look at the end of the project. One more important feature that is worth every cent of the book: you get "45 days free access to the online edition with the purchase of this book." I highly recommend Project Management: Absolute Beginner's Guide as the first book to read on your way to a career in PM or just to have more successful projects than failures.

Definitely given me insight into a new role I am preparing for.A lot of charts which make it easy to draw upon the information at a later date.I really like the chapter overview at the beginning and end of each chapter, it allows for quick reference to the topics being discussed and what you should have understood.Will definitely be looking into additional materials recommend and written by this author.

This book gives clear understanding of all key responsibilities, activities and expectations from Project Management. Also it provides a good shape (without any overloading by vast details) of the major skills and expertise which Project Manager should have.

Project Management: Secrets Successful Project Managers Know And What You Can Learn From Them: A Beginner's Guide To Project Management With Tips On Learning ... Project Management Body of Knowledge) Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile Development, Scrum) Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Developement, Scrum, Project Management) Project Management Absolute Beginner's Guide (3rd Edition) Drawing for the Absolute Beginner: A Clear & Easy Guide to Successful Drawing (Art for the Absolute Beginner) Drawing Nature for the Absolute Beginner: A Clear & Easy Guide to Drawing Landscapes & Nature (Art for the Absolute Beginner) Drawing Portraits for the Absolute Beginner: A Clear & Easy Guide to Successful Portrait Drawing (Art for the Absolute Beginner) Oil Painting For The Absolute Beginner: A Clear & Easy Guide to Successful Oil Painting (Art for the Absolute Beginner) Watercolor for the Absolute Beginner (Art for the Absolute Beginner) Agile Project Management: QuickStart Guide - The Simplified Beginners Guide To Agile Project Management (Agile Project Management, Agile Software Development, Agile Development, Scrum) Agile Project Management: & Scrum Box Set - Agile Project Management QuickStart Guide & Scrum QuickStart Guide (Agile Project Management, Agile Software ... Scrum, Scrum Agile, Scrum Master) Agile Project Management: QuickStart Guide - The Complete Beginners Guide To Mastering Agile Project Management! (Scrum, Project Management, Agile Development) Agile Project Management: Mastery - An Advanced Guide To Agile Project Management (Agile Project Management, Agile Software Development, Agile Development, Scrum) Project Management Using Microsoft Project 2013: A Training and Reference Guide for Project Managers Using Standard, Professional, Server, Web Application and Project Online Agile Project Management: For Beginners - A Brief Introduction to Learning the Basics of Agile Project Management (Agile Project Management, Agile Software Development, Scrum) Project Management: A Quick Start Beginner's Guide For The Serious Project Manager To Managing Any Project Easily Project Management: Efficient & Effective: The Beginner's POCKET GUIDE for Successful Project Completion (PMP,

Business, Leadership, Management) Agile Project Management: A Quick Start Beginner's Guide To Mastering Agile Project Management Project Management: A Quick Start Beginners Guide For The Serious Project Manager To Managing Any Project Easily!