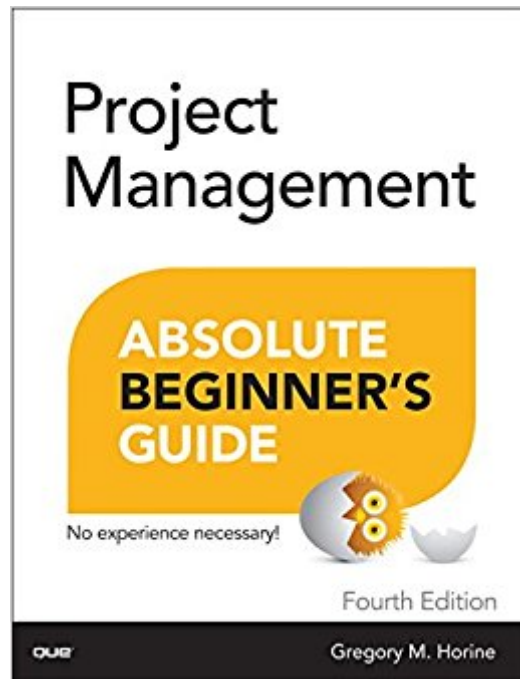




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# Project Management Absolute Beginner's Guide (4th Edition)



## Synopsis

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

## Book Information

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## Customer Reviews

Gregory M. Horine is a certified (PMP, CCP) business technology and IT project management professional with more than 27 years of successful results across multiple industries using servant leadership principles. Primary areas of expertise and strength include the following:

- Project management and leadership
- Complete project lifecycle experience
- Complex application development
- Package implementation and integration
- Enterprise solution development
- Effective use of project management tools
- Microsoft Project
- Project and portfolio management tools
- Data analysis and transformation
- Business process analysis and improvement
- Vendor and procurement management
- Mind mapping tools
- Quality and risk management
- Regulatory and process compliance

In addition, Mr. Horine holds a master's degree in computer science from Ball State University and a bachelor's degree in both marketing and computer science from Anderson College (Anderson, Indiana). Through his servant leadership approach, Mr. Horine has established a track record of empowering his teammates, improving project communications, overcoming technical and political obstacles, and successfully completing projects that meet the targeted objectives. Mr. Horine is grateful for the guidance and the opportunities that he has received from many mentors throughout his career. Their patience and influence has helped form a rewarding career marked by continuous learning and improvement.

Easy to follow and gives insight that is at times hard to follow

Awesome book. Everything I expected and then some.

OK.

Clearly demonstrates necessary elements in project management, without the high costs associated with a traditional textbook. I recommend it as an entry level text.

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