

## *Just Enough Project Management Indispensable*

*Just Enough Project Management: The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper*  
*Project Management: Step by Step*  
*Project Management in the Fast Lane*  
*Project Management Toolkit: The Basics for Project Success*  
*Project Management Absolute Beginner's Guide*  
*The Zen Approach to Project Management*  
*The Flexible Enterprise*  
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*Software Engineering Project Management*  
*Business Management of Telecommunications*  
*Making CASE Work*  
*Field Guide to Project Management*  
*Successful Project Management*  
*Systems Analysis and Design*  
*An Introduction to Project Management*  
Curtis R. Cook  
Richard Newton Robert C. Newbold Trish Melton Greg Horine George Pitagorsky Sushil Stephen J. Andriole Harold Kerzner Joseph Phillips Kim Heldman David Cleland J. Ashley Hunt  
Richard H. Thayer Heinrich M. Schoening John Parkinson David I. Cleland Jack Gido Alan Dennis John R. Long

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*practical proven techniques for managing today's smaller more mission critical projects* managers who can bring projects in on time under budget and within specs are among the most valuable and marketable in today's project driven environment just enough project management written by globally renowned project management authority curtis r cook is a quick hitting no nonsense pocket guide on how to successfully handle projects of any size in any environment this versatile book is one of a kind customizable templates free managers from the time consuming process of having to reinvent basic techniques and methods from one project to the next valuable for projects of every size but especially helpful for today's newer breed of tighter more focused projects just enough project management will help project managers achieve greater bottom line performance dramatically improved team morale long term competitive advantage

*you've been given a project to run you know you need to get it right but you don't know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great you need project management step by step almost every manager and businessperson finds at some time they need to complete a task that has sufficient complexity and importance that an ad hoc approach to getting it done is just not enough managers in this common situation need the structure and rigour of a project management approach yet very few managers are formally trained in project management or have the inclination time or finances to become trained they need an approach they can feel confident is sufficiently robust to ensure their success but*

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this cutting edge how to manual details proven methods for turning around chronically late overbudget and underperforming projects project management in the fast lane explains how theory of constraints tools can be applied to achieve effective breakthrough solutions in virtually any environment it includes a complete discussion of the criti

this book provides you with the tools required to approach and manage projects these effective skills will impact positively on the success of both the projects you are involved with and of your organization project management toolkit introduces the whole project life cycle it is the first of four project management titles that separately build skills in critical pm areas and together provide a powerful project management resource focused on the needs of engineering and other technical project managers this book recognises that most non routine work completed by an organization is a project a practical hands on guide to aid those tasked with real industry projects not a lengthy theoretical textbook it gets to the point and delivers real benefits the book is suitable for both career project managers and those involved with projects intermittently

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projects are often more complex and stressful than they need to be far too many of them fail to meet expectations there are far too many conflicts there are too few moments of joy and too much anxiety but there is hope it is possible to remove the unnecessary stress and complexity this book is about how to do just that it links the essential principles and techniques of managing projects to a wisdom approach for working with complex people based activities project management becomes a metaphor for how we can live our lives and if we follow the wisdom traditions the way we live our lives becomes a metaphor for how to manage projects the book guides readers in exploring how to remove unnecessary stress and complexity from your projects apply mindfulness and open mindedness to cut through the barriers to personal self actualization manage expectations to ensure that people get what they need when they need it and for the cost they expected to pay and

that they accept what they get manage performance to cut through interpersonal and intrapersonal issues that get in the way of excellence break free of self imposed barriers to creative thinking conflict resolution and problem solving remain calm and energetic while being active and effective in the face of chaos fear resistance to change unrealistic demands conflict and the other aspects of project life that cause stress

the need for enterprise flexibility in an era of rapidly advancing technology increasing competition and globalization is apparent flexibility can be thought of as an ability of the enterprise to quickly and efficiently respond to market changes and to bring new products and services quickly to the market place beyond this definition a truly flexible enterprise should proactively change the market through its ability to create new and innovative products and services the proposed book is intended to provide a conceptual framework of flexible enterprise supported by researches case applications in various types of flexibilities exhibited by a flexible enterprise the selected papers from a variety of issues concerning the planning and operation of a flexible enterprise are organized into following four parts i enterprise and strategic flexibility ii organizational flexibility iii business process and information systems flexibility iv operations flexibility

discussing specific best practices for making specific decisions this book offers qualitative and quantitative methods tools and techniques for deploying and supporting all kinds of information technology it identifies the range of technology decisions that managers make and the best practices that define good acquisition deployment and support decisions all in an easy to absorb conversational tone the book covers the interrelated business technology alignment areas of business strategy as well as technology applications architecture infrastructure support acquisition and organization each section ends with a summary of actionable best practices

this widely acclaimed classic reference has been completely revised and reorganized providing readers at all levels of experience with an authoritative up to date source that's easier than ever to see new to this edition are updates to all chapters newly released project management institute body of knowledge updates throughout

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introduction to management software engineering process software engineering project management planning a software engineering project software cost schedule and size organizing a software engineering project staffing a software engineering project directing a software engineering project controlling a software engineering project software metrics and visibility of progress the silver bullets appendix

with the increasing necessity of today s use of telecommunications technologies businesses need to manage their telecommunications machines effectively to derive the benefits of telecommunication technology this book provides readers with the knowledge to develop both strong business management and technology skills necessary to become successful telecommunications managers combines both topics of business management and technology management skills by using business management tools and techniques to manage a company s telecommunications function thereby maximizing benefits and minimizing associated costs a reference manual for individuals working in the telecommunications field

this book aims to set out an effective approach to the selection and introduction of case computer aided software engineering technology in commercial information systems development

*publisher description*

this book written in clear non technical language for the layman shows readers from start to finish how to plan organize schedule and lead project management tasks

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