

PROJECT MANAGEMENT

FOR THE

UNOFFICIAL PROJECT MANAGER

KORY KOGON,
SUZETTE BLAKEMORE,
AND JAMES WOOD

A FRANKLIN COVEY BOOK



AUDIOBOOK SUPPLEMENT

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Project Management For The Unofficial Project Manager A Franklinovey Title

Adil Khan



Project Management For The Unofficial Project Manager A FranklinCovey Title:

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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 01-06-2022, 000000 0000 0000 .0, 000000000 0000 .0 000000 000000 000000 000000 000000 **Tinh Hoa Quản Trị Dự**

Ấn Suzette Blakemore, Kory Kogon, James Wood, bao l n ch ng ta ch t p trung v o c ng vi c m kh ng nh n ra ch nh con ng i v c c m i quan h m i l y u t t c ng l n nh t n th nh c ng c a d n bao l n c c nh qu n tr d n ph t l i vi c giao ti p c ng i nh m c a m nh t o s g n k t v truy n c m h ng Vi c l nh o sai c ch v h nh x k m trong giao ti p c a nh qu n tr d n c th khi n m i th i tr ch h ng v d n th t b i l k t qu t t y u N u c m t nguy n t c bao tr m qu n tr d n th nh c ng th l ph i thu n th c quy n l c kh ng ch nh th c t c quy n l c ph t xu t t ph m gi v kh n ng l nh o ch kh ng ph i ch c v Mahatma Gandhi Nelson Mandela hay Martin Luther King Jr u l nh ng nh l nh o ch a t ng n m gi ch c v ch nh th c nh ng l i c th truy n c m h ng s c m nh v l nh o m i ng i v c ng hi u qu Nh n m nh v o lo i quy n l c n y Kory Kogon Suzette Blakemore v James Wood cho ra i Tinh Hoa Qu n Tr D n n i ch a ng nh ng nghi n c u c ng phu c ng c c b i h c kinh nghi m t gi c a b ba t c gi khi qu n tr d n m ch a h bi t nh ng i u c b n May m n l cu i c ng c c d n c a ch ng t i v n c ho n th nh t t d kh ng tr nh kh i nh ng p l c r t l n nh ng hy sinh kh ng c n thi t b tr h n p i l m l i v kh ng t n c m t a ph n trong s ch ng t i h n c th tr nh c n u bi t nh ng i u c b n v qu n tr d n tr ch Tinh Hoa Qu n Tr D n Theo b ba t c gi vi c l nh o d a tr n B n H nh vi N n t ng Th hi n s t n tr ng L ng nghe tr c L m r c c k v ng Th hi n tinh th n tr ch nhi m ch nh l ch a kh a d n ch ng ta t i th nh c ng Tu n th nh ng nguy n t c n y c n gi p b n n i kh ng m t c ch d d ng h n khi ai xu t th c hi n s thay i kh ng c n thi t trong d n M t i u n a m b ba t c gi l u n ch ng ta l d n mu n th nh c ng ph i c t nh minh b ch M i ng i trong nh m c n bi t kho n n o ang ti n tri n t t v kho n n o kh ng Th ng tin c chia s r ng r i cho ph p m i ng i i u ch nh t ng b c i v gi d n ti n tri n ng h ng Vi c th ng tin ch c truy n i khi c c nh qu n tr cho ph p c ng gi ng nh vi c c nh m b bu c ho t ng trong h m tr n ch c i u t p trung v o ph n vi c c a m nh v kh ng c t c u h i y l i m chung l n nh t c a c c d n th t b i M i ch ng c a Tinh Hoa Qu n Tr D n m u b ng m t l i t duy ph n bi n b n c n l m quen p d ng c ph ng ph p lu n k n l b k n ng v c ng c c n thi t B n s c n c th i gian nghi n ng m nh ng Ch m ng n Qu n tr D n v t h i m nh nh ng c u h i trong ph n Ki m tra ki n th c cu i m i ch ng Ngo i c c s v h nh minh h a quy n s ch c n mang n nh ng c u chuy n c th t v nh ng nh qu n tr p d ng ph ng ph p trong s ch v o c ng vi c c a h C c ph ng ph p n y h tr h ho n th nh d n d d ng th m ch l xu t s c v lu n ki m so t t t t ng b c ti n c a k ho ch Ph ng ph p qu n tr d n kh ng chuy n s b sung v c ng c k n ng qu n tr c ng vi c v th i gian c a b n b n th nh c ng r c r trong m i tr ng th k 21 t c cao h n lo n v tr n ng p th ng tin Khi tr n n thu n th c v i nh ng t t ng k n ng v c ng c trong s ch b n s nh n th y d n c ng vi c v i t c a m nh u di n ti n m t c ch tr i ch y B n s t o c th gia t c m ch c ng i l m vi c c c k hi u qu c c k c n ng su t m i c c M i ng i trong ch ng ta u c kh n ng tr th nh nh qu n tr d n V n y l ch ng ta c n th i gian nh n ra i u n y v ph t tri n k n ng l nh o Tinh Hoa Qu n Tr D n s l n i

b n c th t m th y n t b t cho kh n ng qu n tr c a m nh m t c ch nhanh ch ng 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 Essential Information in Project Managment Ginger Cooper,2022-09-16 In ord r to b tt r und rst nd proj ct m n g m nt this p p r will provid quick introduction of th t chniqu th t guid s th m jority of prof ssion lly m n g d proj cts M ny org nis tions do not h v full tim proj ct m n g rs on st ff nd it is typic l to ss mbl proj ct t m to t k c r of p rticul r d m nd lthough th m jority of p opl l ck form l tr ining in proj ct m thodology joining proj ct t m m y b gr t l rning xp ri nc nd c n improv p rson s c r r profil proj ct is tr nsi nt on tim ctivity with r ng of dur tion It is c rri d out to m t sp cific d m nd within n org nis tion which could b to d v lop good or s rvic or lt r busin ss proc dur This is compl t ly t odds with how comp ny typic lly op r t s to cr t its goods or s rvic s on continuous b sis For inst nc if n org niz tion s work is to continuously build v hicl s th t ctivity is r g rd d s function l b c us th org nis tion r p t dly produc s th s m goods or provid s th s m s rvic s nd mploy s k p th ir positions on s mi p rm n nt b sis Project Management Workbook for the Unofficial Project Manager Kory Kory,2020-12 Everyday Project Management Peter Mulraney,2018-01-12 An introduction to project management for unofficial project managers Projects involving billions of dollars require serious project management by highly qualified and experienced project managers You probably won t be doing any of that if you re looking at this book but that doesn t mean you can t benefit from applying the principles of project management to your everyday work or personal projects In Everyday Project Management author Peter Mulraney uses a conversational style to demystify project management for untrained project managers and gives you access to tools the professional use without having to read hundreds of pages or take a test Everyday Project Management is informed by Peter s twenty years of playing in the project space in banking and government and his application of project management principles to writing and publishing numerous books Project Management - Complete Guide For A+ Project Managers Adil Khan,2023-11-29 Are

you ready to make a BIG impact at work Your next project could be a real opportunity for you and your team to shine Unfortunately too many professionals have never been given the essential toolkit needed to execute business projects successfully Without this powerful set of skills many otherwise talented people are left wondering Why does working on this project feel painful and chaotic How am I going to tell my boss that we re going to blow the deadline What will it take to stop feeling like I m drowning at work Trust me I know what this feels like Before I became a formal project manager of multi million dollar projects and later an executive I was what people sometimes call an Accidental Project Manager An accidental project manager also sometimes called an occasional project manager or unofficial project manager is someone who is not a formal project manager by title or training but who is still asked to lead business projects in addition to their day to day work In those early years of leading projects I struggled to find training and advice that was tailored to me and my situation as a non technical project manager It took time experience and a lot of trial and error to learn to consistently deliver results That s why I felt it was so important to put together this Book to save you time and help you get results faster *The One-Page Project Manager* Clark A. Campbell,2010-09-24 The One Page Project Manager shows you how to boil down any project into a simple one page document that can be used to communicate all essential details to upper management other departments suppliers and audiences This practical guide will save time and effort helping you identify the vital parts of a project and communicate those parts and duties to other team members **Absolute Beginner's Guide to Project Management** Greg Horine,2009-01-01 Expert project manager Horine reveals exactly what works and what doesn t for managing projects His new edition jumpstarts project management expertise even faster with all new insights on Microsoft Project challenging project situations and intriguing project management topics of the day *The Essentials of Project Management* Dennis Lock,2020-07-24 This title was first published in 2001 Synopsis The Essentials of Project Management is a primer assembled from Dennis Lock s comprehensive book Project Management It provides a concise straightforward account of the principles and techniques of project management designed to meet the needs of the non specialist This second edition reflects the changes made for the seventh edition of Project Management The ideal introduction for anyone responsible for managing projects as well as students **Project Management Is an Art** Jonathan Anderson,2017-12-03 In today s workplace employees are routinely expected to coordinate and manage projects Yet chances are you re aren t formally trained in managing projects you re an unofficial project manager This book offers practical real world insights for effective project management and guides you through the essentials of the people and project management process Initiate Plan Execute Monitor Control Close If you re struggling to keep your projects organized this book is for you If you manage projects without the benefit of a team this book is alos for you Change the eay you think about project management project manager may not be your official title or necessarily your dream job but with the right strategies you can excel *The Project Manager's Pocket Survival Guide* James P. Lewis,2003-07-22 Troubleshooting tips and techniques for keeping projects and management

careers on track Bestselling author James P Lewis has become today's number one authority on the rules of project management in virtually any industry or environment Now in *The Project Manager's Pocket Survival Guide* Dr Lewis focuses on areas that are often the largest stumbling blocks to project managers both new and experienced and provides the practical skills and hidden keys necessary for completing projects on time and within budget Providing numerous case studies of project management successes and failures in the field this no nonsense book explains how to maintain project consistency and success in today's environment of fast change and even faster innovation Managers will obtain new tools and insights for Understanding the politics of projects Running a successful results driven meeting Managing effectively in the project environment *Handbook of Project Management* Colin Dobie, 2020-08-02 The practical approach that Colin Dobie prescribes is as applicable to the experienced project manager as it is anyone entering the field Ernest J Nielsen Brigham Young University USA A no nonsense approach to project management Essential reading for all project managers and project team members Peter Dechaineux Inaugural Chairman Australian Institute of Project Management Australia Excellent coverage of all the material required in easy to follow steps It places activities in logical context Essential reading for China's many project managers Professor Yuan Chairman Asia Pacific Federation of Project Management Colin Dobie has very comprehensively detailed out the intricacies needed to manage projects Well done Adesh Jain President PM Guru Inc and President IPMA Whether you are creating a new product or building a power station you need to know how to manage the myriad elements in a project to ensure it is completed on time on budget and to a high standard A Handbook of Project Management is a practical and comprehensive guide for project managers working on small and large projects in any field Colin Dobie systematically maps the four phases in the project lifecycle initiation planning implementation and finalisation He outlines the processes and techniques of the nine functions of project management and how they are applied during the project lifecycle He also explains what a project manager is expected to deliver and the roles of team leaders and team members Drawing on international standards and bodies of knowledge as well as Colin Dobie's extensive industry and training experience in several countries A Handbook of Project Management is an indispensable guide for anyone who wants to develop their skills in project management It is extensively illustrated with examples templates exercises and checklists making it a valuable resource for experienced project managers Managing Projects in the Real World Melanie McBride, 2014-02-28 *Managing Projects in the Real World* provides clear and actionable advice to project managers for recognizing anticipating and overcoming challenges associated with the human component of leading others The mechanics of project management are rational and straightforward to learn The art of project management is irrational and complex to learn Project managers need to develop a repertoire of soft skills that are typically hard for them since they rose through the ranks to that position by virtue of superior reasoning skills But if a project manager cannot adjudicate the clash of personalities finesse the friction between assigned and preferred roles steer clear of hidden hazards and diplomatically

resolve overlapping assertions of competing authority that project manager is in a world of trouble From the human perils of project management nobody is better qualified to rescue beleaguered project managers than Melanie McBride veteran PM and author of the Intel blog The Accidental Profession She sheds light on those dark dusty places that fall between the cracks of theory and best practice out in the real world where irate colleagues unrealistic product launch dates and virtual meetings reign supreme and run amok In this book you ll find targeted discussions and specific techniques to empower you to meet the challenges that project managers face every day The book is structured into project phases to help any project manager on any kind of project jump right to the tried and true solution for the challenge at hand *Brilliant Project Management* Stephen Barker, Rob Cole, 2015-01-06 Ensure that your projects succeed every time Whether you are organising an important event or heading up a large team running a project can be a daunting process Spiralling costs and missed deadlines are part of everyday life for many project managers in fact more projects fail than succeed But project management doesn t have to be this way It is possible to manage projects that consistently meet deadlines and come in within budget Brilliant Project Management shows you how Drawing on over 30 years of experience you ll discover how to ensure your projects succeed every time Make a success of any project Deliver on your promises Save money time and your sanity It s the ultimate guide to becoming a brilliant project manager Practical Project Management Dmytro Nizhebetskyi, 2022-03-07 Most project managers don t have a formal education Unfortunately they need to collect bits and pieces of knowledge all over the internet Sometimes it feels like you need to fly an airplane while still building it Moreover there s a huge gap between the theory and practice of project management You can spend hundreds of hours and thousands of dollars on certifications but still you won t know what to do with all this knowledge You won t feel confident about running a project in a real company with a real team That s why reading Project Management Institute s PMBOK Guide is not the best option It s a great book but it s an encyclopedia You don t take one to solve practical problems In contrast this book teaches you a practical project management approach that works in the real world It provides you with A structured project management framework It will help you manage a project from start to finish with easy to use templates tools and PM software Step by step process of project planning You can scale it up and down depending on the complexity of a project A proven system to manage stakeholders and their expectations Learn how to engage them in a project so that they help you rather than impede your work My robust risk management workflow that your team and stakeholders can easily understand and follow A sequential process of creating a realistic schedule It s also easy to follow step by step instructions that you can implement in any project management tool Essential tools to manage project scope and collect requirements even if you don t have business analysis experience Case studies and examples of tools and processes that you can relate to Supporting resources that include templates and additional materials that you can use as a starting point on your project If you want to be a great project manager you need to use this approach as the backbone for each new project It is simple so that your team understands it

Moreover it is scalable for different levels of the project s complexity What s more important it is NOT theory in a vacuum As a seasoned PM with twelve years of experience Dmytro Nizhebetskyi understands all your challenges He s still in the trenches That s why this book will help project managers of all levels If you are an entry level PM you need to master the approach described in this book It s all you need for the first three to five years of your career It s much better than reading theory from the PMBOK Guide If you are a mid level PM you ll systemize your knowledge into an integrated project management approach It will help you pass your PMI s Project Management Professional PMP exam and improve your skills You ll fill all the gaps in your understanding of project management If you are a senior level PM this book will serve you as a refresher I m also sure you ll find some golden nuggets from my twelve years of experience as a software project manager In addition it will give you a foundation for teaching junior level PMs in your organization After reading this book you ll have a solid understanding of project management But what s more important every new tool technique or process that you ll learn going forward will have its place in the framework Imagine that you can gain confidence that you do project management as good as other great project managers You know all the essential processes and tools Moreover you have a repeatable PM framework that works in any company Get the book now

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