

Just Enough Project Management

Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results. In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques)

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to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project

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Management Institute*
***Updated information on
developing problem statements
and mission statements****
***Techniques for implementing
today's project management
technologies in any
organization-in any industry.***
***The 5th Edition of Jack
Marchewka's Information
Technology Project
Management focuses on how
to create measurable
organizational value (MOV)
through IT projects. The
author uses the concept of
MOV, combined with his own
research, to create a solid
foundation for making
decisions throughout the***

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project's lifecycle. The book's integration of project management and IT concepts provides students with the tools and techniques they need to develop in this field.

Practical Project Management for Agile Nonprofits introduces nonprofit managers to the basic concepts of project management and provides dozens of templates to help you quickly implement practices to effectively manage your limited resources, financial and volunteer. The book emphasizes using appropriate project management practices, those that are not burdensome but

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rather agile in their approach. In keeping with this theme, the book explores how you can use social media to assist in the management of time-sensitive projects. You will learn how to apply just enough project management to: Be an active leader and a superior project manager; Respond with agility to change and the unexpected; Focus efforts on what truly matters; Recruit and engage a new generation of volunteers; Build a framework that ensures project success; Keep all stakeholders involved with the project satisfied. The book also addresses nonprofit governance and shows you how

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project portfolio management can be used to assist in communicating with boards of directors and other governing entities when crucial resource decisions need to be made.

Finally, real-world case studies on project planning, portfolio management, and volunteer-managed projects will show you how others have achieved project

Provides information on organizing and management projects using SharePoint 2010, covering such topics as PMIS, project tracking, supporting team collaboration, and project reporting.

Mastering Project

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Management

Strategic Project Management

Made Simple

Just Enough Wireless

Computing

Too Many Sisters

Race Through The Forest - A

Project Management Fable

Making Things Happen

Just Enough Software Test

Automation

Offers advice on designing and implementing a software test automation infrastructure, and identifies what current popular testing approaches can and cannot accomplish. Rejecting the automation life cycle model, the authors favor limited automation of unit, integration, and system

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testing. They also present a control synchronized data-driven framework to help jump-start an automation project. Examples are provided in the Rational suite test studio, and source code is available at a supporting web site. Annotation copyrighted by Book News, Inc., Portland, OR. Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

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Rework shows you a better, faster, easier way to succeed in business. Most business books give you the same old advice: Write a business plan, study the competition, seek investors, yadda yadda. If you're looking for a book like that, put this one back on the shelf. Read it and you'll know why plans are actually harmful, why you don't need outside investors, and why you're better off ignoring the competition. The truth is, you need less than you think. You don't need to be a workaholic. You don't need to staff up. You don't need to waste time on paperwork or meetings. You don't even need an office. Those

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are all just excuses. What you really need to do is stop talking and start working. This book shows you the way. You'll learn how to be more productive, how to get exposure without breaking the bank, and tons more counterintuitive ideas that will inspire and provoke you. With its straightforward language and easy-is-better approach, Rework is the perfect playbook for anyone who's ever dreamed of doing it on their own. Hardcore entrepreneurs, small-business owners, people stuck in day jobs they hate, victims of "downsizing," and artists who don't want to starve anymore will all find valuable guidance in

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these pages.

Get your projects done without having a Master's Degree in Project Management There is no shortage of books on project management, yet most of those guides are weighed down with tiresome project management-speak and heavy process. This easy-to-use, step-by-step, plain English guide to project management shows readers how to hit ground running and nail the completion of projects. For beginners who find themselves in charge of a project but have no clue where to start or those who are struggling or feel overwhelmed, Project Management Lite focuses less

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on the theory and more on the action with simple worksheets and checklists. Author Juana Clark Craig, PMP, draws on over twenty-five years of project management experience gained while working in Fortune 500 companies to deliver a minimalistic approach to managing your projects without the mumbo-jumbo of traditional project management techniques. Just Enough Project Management: The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper Practical Project Management for Agile Nonprofits Where Software Development

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***Meets Marketing
Integrating People,
Organizational, and Technical
Skills***

***Agile Project Management For
Dummies***

The Pursuit of Passion

The Complete Project Manager

American culture has become a culture of fear. Parenting methods and advertising messages scream for safety. Terrorism's threat and the government's response both tell us to take cover. And, of course, social media's unending streams perpetually magnify it all. In this societal context, our business cultures, too, have become cultures of fear. Mistrust is rising between management and co-workers, all

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seeking to protect personal interests. Advisors push us toward fear-based caution, not opportunity-seeking strategy. External influences -- from the media to regulators to competition -- focus us on avoiding risks rather than moving boldly ahead. Corporate Bravery is a book about freeing your business from being a culture of fear. It starts by considering fear's impact on decision-making. Then, it explores eight ways that fear can harm culture. Finally, through a three-step process, it shows how to foster a culture that supports engaged employees, provides opportunities for measured risk-taking and innovation, and rewards the brave

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leadership that drives business success.

Use Kanban to maximize efficiency, predictability, quality, and value. With Kanban, every minute you spend on a software project can add value for customers. One book can help you achieve this goal: *Agile Project Management with Kanban*. Author Eric Brechner pioneered Kanban within the Xbox engineering team at Microsoft. Now he shows you exactly how to make it work for your team. Think of this book as “Kanban in a box”: open it, read the quickstart guide, and you’re up and running fast. As you gain experience, Brechner reveals powerful techniques for right-sizing teams, estimating, meeting

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deadlines, deploying components and services, adapting or evolving from Scrum or traditional Waterfall, and more. For every step of your journey, you'll find pragmatic advice, useful checklists, and actionable lessons. This truly is "Kanban in a box": all you need to deliver breakthrough value and quality. Use Kanban techniques to:

- Start delivering continuous value with your current team and project
- Master five quick steps for completing work backlogs
- Plan and staff new projects more effectively
- Minimize work in progress and quickly adjust to change
- Eliminate artificial meetings and prolonged stabilization
- Improve and enhance customer engagement
- Visualize

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workflow and fix revealed
bottlenecks Drive quality upstream
Integrate Kanban into large projects
Optimize sustained engineering
(contributed by James Waletzky)
Expand Kanban beyond software
development

This is a practical guide for software developers, and different than other software architecture books. Here's why: It teaches risk-driven architecting. There is no need for meticulous designs when risks are small, nor any excuse for sloppy designs when risks threaten your success. This book describes a way to do just enough architecture. It avoids the one-size-fits-all process tar pit with advice on how to tune your design effort

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based on the risks you face. It democratizes architecture. This book seeks to make architecture relevant to all software developers. Developers need to understand how to use constraints as guiderails that ensure desired outcomes, and how seemingly small changes can affect a system's properties. It cultivates declarative knowledge. There is a difference between being able to hit a ball and knowing why you are able to hit it, what psychologists refer to as procedural knowledge versus declarative knowledge. This book will make you more aware of what you have been doing and provide names for the concepts. It emphasizes the engineering. This book focuses on

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the technical parts of software development and what developers do to ensure the system works not job titles or processes. It shows you how to build models and analyze architectures so that you can make principled design tradeoffs. It describes the techniques software designers use to reason about medium to large sized problems and points out where you can learn specialized techniques in more detail. It provides practical advice. Software design decisions influence the architecture and vice versa. The approach in this book embraces drill-down/pop-up behavior by describing models that have various levels of abstraction, from architecture to data structure

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design.

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project

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Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The

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how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make

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this book unique.

Demystifying Archival Projects
Just Enough to Get the Job Done...
Nothing More

Collection of Articles

Lean, Agile and Six Sigma

Information Technology

Management

97 Things Every Project Manager
Should Know

The Power of Self-Leadership to
Build Your Executive Brand and
Drive Career Success

***Billy Johnson doesn't give
it a second thought when
he joins in with his
friends making fun of a
little girl in a wheelchair.
Then Pauly comes into his***

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***life, and Billy not only
learns a valuable lesson
about compassion and
acceptance but he gets a
new best friend! Grades
3-4***

***Project Management
LiteJust Enough to Get
the Job Done... Nothing
MoreCreatespace
Independent Pub
Corinne is running from
the pain of her past but
she can't seem to run fast
enough. Jabari thought
he had it all but even
with everything,
something is still missing.
Follow Corinne and Jabari***

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***through the streets of
Atlanta as she offers him
a loyalty he's never had
and he showers her in a
love she never knew
existed!***

***Provides information on
creating interactive Web
sites, including bulletin
boards and Web stores,
using XHTML, PHP, and
MySQL.***

***Getting your system /
software development
life cycle project
successfully across the
line using PMBOK
adaptively.***

Five Essentials for

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Success

A Down-To-Earth Guide

To SDLC Project

Management (2nd

Edition)

Project Management for

the Unofficial Project

Manager

Project Management

When Time is Short

The Jerk Next Door

Developing Core

Competencies to Help

Outperform the

Competition

A practical guide to impact mapping, a simple yet incredibly effective method for collaborative strategic planning that helps

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organizations make an impact with software.

Callie Armstrong's personal life was already in turmoil. Now circumstances are forcing her to share her successful music production company with three business partners. One partner wants her husband. One partner wants her money. One partner wants her trust- even while keeping secrets. Is this how it is with all sisters? Callie has decisions to make and secrets to uncover and lies to unravel in the midst of the family chaos. The only thing she knows for sure is that when they're all together, it's just too many sisters. .
The audience for this book in the

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United States alone is well over half a million: construction managers (389,000), architects (113,000), engineers (228,000), and urban planners (32,000)

We are all faced with projects going off the rails, veering far from what we initially set out to do, costing ten times as much and taking far too long to complete - this is just part of everyday working life. Honing our general skills in project management seems like the obvious answer, but Fast Projects promises a quicker and easier solution - cutting the time to get projects done in the first place. Learning to operate within a short schedule not only cuts costs and improves

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revenue and cash flow, but it also sets you aside as a sharper and slicker operation. How to build, shorten and execute a realistic plan in the shortest time possible is covered in detail along with a specific focus on ensuring you have clearly defined goals and are making accurate project predictions with a successful tracking progress. Using worked examples and tried and tested techniques, *Fast Projects* is your practical guide to ensuring projects not only succeed, but are delivered early. If you want to get the most out of your team and take control of your workload, resources and time, this book is for you.

Managing Residential Construction

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Projects

Just Enough Project Management
Information Technology Project
Management

Making a Big Impact with Software
Products and Projects

A Risk-Driven Approach

Fast Projects

Modern Management's Guide to
Information Technology

Flex your project management
muscle Agile project

management is a fast and
flexible approach to managing
all projects, not just software
development. By learning the
principles and techniques in this
book, you'll be able to create a
product roadmap, schedule

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projects, and prepare for product launches with the ease of Agile software developers. You'll discover how to manage scope, time, and cost, as well as team dynamics, quality, and risk of every project. As mobile and web technologies continue to evolve rapidly, there is added pressure to develop and implement software projects in weeks instead of months—and Agile Project Management For Dummies can help you do just that. Providing a simple, step-by-step guide to Agile project management approaches, tools, and techniques, it shows product and project managers

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how to complete and implement projects more quickly than ever. Complete projects in weeks instead of months Reduce risk and leverage core benefits for projects Turn Agile theory into practice for all industries Effectively create an Agile environment Get ready to grasp and apply Agile principles for faster, more accurate development.

[Summary infographic available here: <http://goo.gl/1DE02U>

]==== This is Mike Greer's eclectic compilation of practical PM tools, thought-provoking PM essays and suggestions for helping individual project

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managers and their teams stay sane while delivering good quality finished products. It consists of 54 Chapters and hundreds of live links to additional PM resources. Most of the chapters were originally published as blog posts through Greer's websites and have never before been released in book form. (See <http://worth-sharing.net> for info on Greer's websites, blog posts, videos, etc.) A few chapters include some important, classic excerpts from Greer's previous books. --- The book is divided into six major Parts, including:

**** Part 1: The Meaning of**

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Project Management Part 1 contains three chapters focusing on what Project Management (PM) has come to mean to the author after having written several PM books and spent decades practicing PM and teaching PM workshops for PM Newbies. ** Part 2: PM Techniques This Part contains a dozen chapters focusing on specific perspectives, strategies and tools that project managers or team members can use to better manage their projects and their team relationships. ** Part 3: Working with Your Team & Maintaining Your Sanity This Part includes a dozen chapters

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dealing with some of the interpersonal "people stuff" that makes working with project teams so challenging. It includes "war stories" and specific strategies that might help the project manager and the team work together more effectively, get better results and feel good about participating on any project. **

Part 4: Peace of Mind This Part includes a dozen chapters that examine the author's favorite perspectives and specific techniques that can lead you to a more peaceful state of mind. This Part is based on the following assumptions: If you're

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all crazy and agitated, you'll likely transmit this insanity to the rest of your project team. And worse, your work-related agitation is likely to follow you home, generally screwing up your personal life. On the other hand, if you can acquire a centered, peaceful state of mind, there's a good chance you can help to calm things down on your project when things start to get tense. ** Part 5: PM Leadership and Vision This Part includes seven chapters which examine the broader organizational context of PM (project management) and suggests ways that would-be PM

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leaders might clarify their PM vision and create a better organizational climate for PM. **

Part 6: Of PM Skills and How They Are Acquired This Part includes eight chapters that leverage the author's several decades of experience in performance analysis, instructional/curriculum design and PM (project management) training. While some of the articles are directed to PM trainers and HR people, others speak directly to the PM newbie who is looking to get started on a career as a project manager or team leader. =====

REVIEW BY CESAR ABEID, PMP

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(Author of Project Management for You [<http://pmforthemasses.com/pm4u>] & host of PM for the Masses Podcast [<http://pmforthemasses.com>])
=====> ..". By linking unlikely topics such as project management, ADHD, elephant dung, and others, Michael helps us see that rather than being defined by labels such as 'project manager, ' we are organic, living human beings in search for meaning, love, and fulfillment. Through incredible stories and unexpected metaphors, Michael convinces the readers that for us to be

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good, centered project managers, it helps to be good, centered people first." -- See Cesar's complete review at <http://goo.gl/BRNPPj>

Radical Project Management introduces eXtreme Project Management (xpm), the first radically new approach to project management in decades! Traditional project management is inward looking, static, and doesn't respond to rapid, constant change. xpm looks outward to stakeholders, management, and clients, and thoroughly involves them in an agile process that assumes everything will change. Rob

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Thomsett presents xpm from start to finish and introduces every tool and technique you need to make it work in your organization.

Furnishes an overview of C/C++ language concepts, explaining the basic structure of a C program, essential tools and techniques, algorithm design for common programming problems, compilers and pre-processors, ANSI C libraries, C++ Standard Libraries, templates, and real-world applications.

Heart of the Streets

Approaches and Templates to
Help You Manage with Limited

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Resources

Thoughts to Help You Navigate
from the Darkest Hours to the
Light of Inspiration

Just Enough C/C++
Programming

Fundamentals of Project
Management

Project Management Lite

Collective Wisdom from the
Experts

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

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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

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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

Wireless technology offers immense potential for competitive advantage, starting right now -- but today's wireless landscape can be extraordinarily confusing. This book gives decision makers the clarity, insight, and practical methodology they need to identify the right wireless solutions -- and implement

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them. Ian S. Hayes offers a practical framework for understanding today's complex array of wireless devices, solution providers, technologies, standards, architectures, and acronyms. Through real-world case studies, practical examples, and illustrations, he helps you determine which wireless solutions offer the greatest business value in your environment -- and walks you through assembling and integrating those solutions. The book contains a detailed glossary of terminology, as well as a comprehensive list of

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software vendors and consultants, updated on an ongoing basis at the book's companion Web site.

The articles included in this book present the concept of Information Technology (IT) management. There are various topics such as managing diverse project team members, leading IT professionals, aligning IT strategies to business strategies, improving the value chain analysis through effective management of technology resources, managing new technology in the education industry, and agile software development

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methodologies. He also includes the results of his dissertation study that reveals the software project managers view of the agile software development approach. He presents some valuable suggestions on how to improve the success of agile software development projects. No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory

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Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager 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 Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable “Project

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Management Proverbs," and quick reviews at the end of each chapter. 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 also for you. Change the way 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.

Just Enough Web Programming with XHTML, PHP, and MySQL
Practical Tools for Leaders and Teams

He Was the Streets. She Was

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His Heart.

Providing Measurable

Organizational Value

Worth Sharing

Creating a Timeless and

Enduring Culture of Clarity,

Connectivity, and Consistency

The Flexible Enterprise

In the face of growing customer expectations, turbulent economic conditions and increasing IT complexity, ideal execution of IT strategies have never been more important and challenging. This book is about methods of delivering the most value at the lowest cost. It offers a collection of business and technical problem solving techniques to

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solve many of the recurring IT problems in your firm. If you are looking to transform your IT organization into a lean, high velocity, high quality and high precision machine that can deliver amazing results with less, this book is for you. Simply apply the Lean, Agile and Six Sigma methods outlined in this book and see the remarkable improvements in customer satisfaction and return on your IT investments. The lessons in this book are for the entire management team, for those who want to achieve perfection with IT, for the senior executive, the IT strategist and the

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practitioners alike.

Many executives overlook the single-most critical aspect of leadership. Have you? The most important driver of overall success is your own self-leadership. Without it, your career may stall. Why? Because how you lead yourself directly impacts your ability to lead others, and that, in turn, can prevent you from reaching your full career potential. Self-leadership. It begins and ends with YOU(tm). In *Leading YOU(tm): The power of self-leadership to build your executive brand and drive career success*, Senior Executive

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Coach Brenda Bence reveals the 15 most damaging self-leadership behaviors she regularly sees in her practice. She then provides you with dozens of tips and techniques you can immediately apply to correct or improve these behaviors. Packed with real-life executive coaching case studies from around the globe, this book will help you: * Strengthen your Executive Presence and build an outstanding leadership brand. * Quit acting like a victim of your calendar, your time, and "the system." * Utilize powerful mind management techniques to stop limiting behaviors. * Learn how to

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successfully manage "up" to bosses and "across" to peers.* Promote yourself without bragging, to help you gain visibility and the job you want.* Successfully influence others even if you don't have an official title or authority. Leading YOU(tm) not only cuts to the core of what's needed for effective self-leadership, but it's also the only book to identify and explain the relationship between self-leadership and a winning leadership brand--the Trademarked YOU(tm)®. Together with the award-winning companion book, Would YOU Want to Work for YOU(tm)?, this

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book will become your go-to resource for advancing in your career through the power of authentic self-leadership."Brenda Bence makes it clear: Great leadership is all about self-leadership and learning how to manage YOU as well as you manage others. A great read!" - Philip Yuen, CEO, Deloitte Southeast Asia"You may excel at managing others, but unless you look inward to manage yourself first, your career is likely to stagnate rather than ignite. Leading YOU(tm) is a must read." - Peter Walker, CEO Asia Pacific, ThyssenKrupp Elevator Practical, proven techniques for

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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's one-of-a-kind, customizable templates free managers from the time-consuming process of having to

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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

The authors of this book explain the differences between managing by the 3-Ps (Proximity, Position, and Persuasion) and the 3-Cs (Clarity, Consistency, and Connectivity). Leaders who

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employ the 3-Ps manage with a focus on the individual. Leaders who use the 3-Cs, however, manage by weaving personal leadership techniques with a process of managing the business or organization that has proven extremely effective during the decade since it was introduced. It's a way to lead a company or organization that leaves a legacy of sustained growth and success for those who come after the leader to latch onto and continue. The book is written as a business novel. What is learned on the protagonist's journey is expanded upon in a lesson at the

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conclusion of each chapter. Readers are then invited to assess their own legacy potential by completing a self-assessment. The management process this book contains is now being employed successfully not only by small and medium size businesses, but also by Fortune 500 companies, successful municipalities, and the United States Army.

Leaving Your Leadership Legacy
Just Enough Requirements
Management
: Essays and Tools to Help
Project Managers and Their
Teams

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Impact Mapping

Just Enough Software

Architecture

Strategies and Solutions

New Stratagems to Achieve

Perfection

Single, lacking cooking skills, and too awkward to function, Isla Matthews is content to spend her nights alone, and her days struggling to keep her cute little flower shop afloat. That is until a super-hot, Australian man shows up naked in her front yard-- her new neighbor, Leo Wayland. An irritating, free spirit with no boundaries, Leo eats her food, uses her hot water, and, worst of all, saunters around shirtless, causing her to have all kinds of inappropriate thoughts about him.

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But as much as Leo rubs her the wrong way, Isla can't deny that he is filling up her lonely nights with his annoying smirks, making her laugh again, and daring her to change, one day at a time. Maybe, just maybe, Leo Wayland is exactly the smoldering intervention Isla needs to get her life back on track.

The Complete Project Manager: Integrating People, Organizational, and Technical Skills is the practical guide that addresses the “soft” project management skills that are so essential to successful project, program, and portfolio management. Through a storytelling approach, the authors explain the necessary skills—and how to use them—to create an environment that supports project success. They demonstrate both

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the “why” and the “how” of creatively applying soft project management skills in the areas of leadership, conflict resolution, negotiations, change management, and more. This guide has an accompanying workbook, The Complete Project Manager’s Toolkit , sold separately.

This is the digital version of the printed book (Copyright © 2005). If you develop software without understanding the requirements, you’re wasting your time. On the other hand, if a project spends too much time trying to understand the requirements, it will end up late and/or over-budget. And products that are created by such projects can be just as unsuccessful as those that fail to meet the basic requirements. Instead, every

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company must make a reasonable trade-off between what's required and what time and resources are available. Finding the right balance for your project may depend on many factors, including the corporate culture, the time-to-market pressure, and the criticality of the application. That is why requirements management—gathering requirements, identifying the "right" ones to satisfy, and documenting them—is essential. Just Enough Requirements Management shows you how to discover, prune, and document requirements when you are subjected to tight schedule constraints. You'll apply just enough process to minimize risks while still achieving desired outcomes. You'll determine how

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many requirements are just enough to satisfy your customers while still meeting your goals for schedule, budget, and resources. If your project has insufficient resources to satisfy all the requirements of your customers, you must read Just Enough Requirements Management.

This book has been crafted for both the project management novice who is ready to confront their first real project, through to the seasoned veteran with several project battle campaigns under their belt. This book is based on many years of “real-world” System Development Life Cycle (SDLC) project management, as well as the Project Management Body Of Knowledge (PMBOK®), the blending of the useful elements from other

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management practices & principles, and the incorporation of the past experiences & the lessons learnt from the various industrial backgrounds of those persons who graciously contributed to this book's creation. Described within is the practical application of field-tested project management techniques to actual situations and prevailing circumstances where the realities of commercial necessities have to be given serious consideration. Additionally, this book does cover some topics and ugly truths that are often not acknowledged in academic textbooks on project management. Contains over 100 explanatory diagrams, real example cases, candid comments from project / program managers, and over 100

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cartoons to emphasize the key points.

Agile Project Management with Kanban

Corporate Bravery

Eliminate Fear-Based Decision Making

SharePoint 2010 for Project Management

What's Wrong with Pauly? Rework

Radical Project Management

If the projects you manage don't go as smoothly as you'd like, *97 Things Every Project Manager Should Know* offers knowledge that's priceless, gained through years of trial and error. This illuminating book contains 97 short and

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extremely practical tips -- whether you're dealing with software or non-IT projects -- from some of the world's most experienced project managers and software developers. You'll learn how these professionals have dealt with everything from managing teams to handling project stakeholders to runaway meetings and more. While this book highlights software projects, its wise axioms contain project management principles applicable to projects of all types in any industry. You can read the book end to end or browse to

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find topics that are of particular relevance to you. 97 Things Every Project Manager Should Know is both a useful reference and a source of inspiration. Among the 97 practical tips: "Clever Code Is Hard to Maintain...and Maintenance Is Everything" -- David Wood, Partner, Zepheira "Every Project Manager Is a Contract Administrator" -- Fabio Teixeira de Melo, Planning Manager, Construtora Norberto Odebrecht "Can Earned Value and Velocity Coexist on Reports?" -- Barbee Davis, President, Davis Consulting

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"How Do You Define 'Finished'?" -- Brian Sambodden, author, software architect "The Best People to Create the Estimates Are the Ones Who Do the Work" -- Joe Zenevitch, Senior Project Manager, ThoughtWorks "How to Spot a Good IT Developer" -- James Graham, independent management consultant "One Deliverable, One Person" -- Alan Greenblatt, CEO, Sciova

Has it• Been a rough day?• Been a rough year?• Been a rough career?Do you• Dream about that creative idea just beyond your grasp?• Feel trapped in a job that pays you

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just enough to survive?•
Regret not finishing your
music, photography or
screenplay?• Wish you had
more time, more money, more
ability to get things done?If so,
The Pursuit Of Passion is the
book for you.A concise book
of deep thought and
meditation, The Pursuit Of
Passion is one of those rare
experiences that comes along
only once in a great while.It is
a treasury of thoughtful,
insightful reminders that can
be read in one sitting, or can
be referred to daily, one page
at a time.The book takes you
on a journey from the darkest

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days of the 2009 Great Recession to a place of recovery, creativity, hope and passion."These writings came from a promise. Right before Memorial Day 2009, I met with my business coach Joe Stumpf. After 20 years as a commissioned loan officer, I had just lived through possibly the worst year ever in the business. My previous company had collapsed in the mortgage meltdown of 2008. During the previous 12 months my assistant had earned more money than I had. About 50% of the people in my industry were either out of work or

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actively looking for jobs in other areas of business.

Things looked bleak, and there was no fun left. Work had become a painful grind with very little financial reward to show for all the time spent. I shared my total burn out in the business of 20 years with my coach. Frustrated by what my life had become, it became clear that something had to give. Either I had to change jobs, or change my attitude. Maybe both! I promised to get up at 5:00 AM every day, meditate and journal, and focus on bringing passion back into every aspect of my

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life, my work, my family and my personal growth. Instead of going to work every day and having a pity party, I have decided to have a passion party. These writings (a sample of the 475+ entries from the website <http://passionparty09.blogspot.com>) are the outgrowth of that commitment. I hope they inspire you to find your passion, and that you enjoy reading them as much as I did writing them." -George Kahn

"When a person integrates the practical and the artistic, the material and the spiritual, I listen. The world has more than enough

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disconnection; I am inspired by people who put things together. Real passion flows from these poems, the product of a mind and heart in synch.”-Shmuel Klatzkin, Rabbi

Demystifying Archival Projects: Five Essentials for Success will benefit archivists who lead or participate in projects without formal project management training. As work in archives continues to become more project-driven, educational and professional development opportunities for archivists have not kept pace. This book aims to provide the

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needed information-just
enough project management
methodology-to bridge that
knowledge gap.

A FranklinCovey Title
Leading YOU