

Making Things Happen Mastering Project Management Theory In Practice O'Reilly

Clearly structured in 36 short sections, this practical book provides rapid, accessible advice on all the essential management challenges. Focusing on the manager's key role - managing teams to get things done, this book looks at the essence of management from unusual perspectives and different angles. Structured with the busy manager in mind, you can dip into any section of the book and read it as an individual piece of advice or read it end-to-end to gain an overall picture of management.

An introduction to the field of applied ontology with examples derived particularly from biomedicine, covering theoretical components, design practices, and practical applications. In the era of "big data," science is increasingly information-driven, and the use of computers to store, manage, and integrate massive amounts of data has given rise to such new disciplinary fields as biomedical informatics. Applied ontology offers a strategy for the organization of scientific information in computer-tractable forms, not only from computer and information science but also from linguistics, logic, and philosophy. This book provides an introduction to the field of applied ontology that is of particular relevance to biomedicine, covering theoretical components of ontology design, and examples of biomedical ontologies in use. After defining an ontology as a representation of the types of entities in a given domain, the book distinguishes between different kinds of ontologies and taxonomies, and shows how to derive more traditional ideas from metaphysics. It presents the core features of the Basic Formal Ontology (BFO), now used by over one hundred ontology projects around the world, and offers examples of domain ontologies that utilize BFO. The OWL (Web Ontology Language) (OWL), a common framework for Semantic Web technologies. Throughout, the book provides concrete recommendations for the design and construction of domain ontologies.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book shows you how to manage 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, remote work, 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 most out of your project management software, and how to manage your project easily 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 success. You'll learn how 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 the "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 techniques for managing risk, 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 complex projects 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 into 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 stringently controlled budgets make it difficult to manage a project. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management on 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 is 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 Management Institute* Updated information on developing problem solving techniques for implementing today's project management technologies in any organization-in any industry.

Indispensable
Getting Things Done
Project Management for Humans
Digital Humanities
Project Management for the Unofficial Project Manager
The Unwritten Laws of Engineering

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

Is your leadership a competitive advantage, or is it costing you? How do you know? Are you developing your leadership effectiveness at the pace of change? For most leaders today, complexity is outpacing their personal and collective development. Most leaders are in over their heads, whether they know it or not. The most successful organizations over time are the best led. While this has always been true, today escalating global complexity puts leadership effectiveness at a premium. Mastering Leadership involves developing the effectiveness of leaders—individually and collectively—and turning that leadership into a competitive advantage. This comprehensive roadmap for optimal leadership features: Breakthrough research that connects increased leadership effectiveness with enhanced business performance The first fully integrated Universal Model of Leadership—one that integrates the best theory and research in the fields of Leadership and Organizational Development over the last half century A free, online self-assessment of your leadership, using the Leadership Circle Profile, visibly outlining how you are currently leading and how to develop even greater effectiveness The five stages in the evolution of leadership—Egocentric, Reactive, Creative, Integral, and Unitive—along with the organizational structures and cultures that develop at each of these stages Six leadership practices for evolving your leadership capability at a faster pace A map of your optimal path to greater leadership effectiveness Case stories that facilitate pragmatic application of this Leadership Development System to your particular situation This timeless, authoritative text provides a systemic approach for developing your senior leaders and the leadership system of your organization. It does not recommend quick fixes, but argues that real development requires a strategic, long-term, and integrated approach in order to forge more effective leaders and enhanced business performance. Mastering Leadership offers a developmental pathway to bring forth the highest and best use of yourself, your life, and your leadership. By more meaningfully deploying all of who you are every day, individually and collectively, you will achieve a leadership legacy consistent with your highest aspirations.

Although there are numerous project management resources available, most are either too academic, focus too heavily on IT, or provide quick-fix advice without the theory required to understand why the solutions work. Following and expanding on PMI's Project Management Body of Knowledge (PMBOK®), Project Management Theory and Practice provides students with a complete overview of project management theory—in language they can easily understand. This classroom-tested textbook translates the abstract model vocabulary and processes from A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fourth Edition into accessible discussions complete with contemporary views and projections for the future. The text integrates the organizational environment that surrounds a project to supply students with the well-rounded knowledge of project theories, organizational issues, and human behavior needed to manage real-world projects effectively. Providing a clear picture of the state of the art in project management, it details numerous project-related frameworks, including: Enterprise project management Project portfolio management Work breakdown structures Earned value management Professional responsibility Project team productivity The text reaches beyond traditional core project management topics to include discussions on enterprise maturity, virtual and outsourced organizations, project management offices, operational governance, and multi-project management. Filled with numerous end-of-chapter questions, scheduling and budgeting problems, scoping projects, and sample worksheets that illustrate various analytical tools and management decisions, this is the ideal text for classroom use and essential reading for anyone seeking project management certification.

For those who believe that there must be a more agile and efficient way for people to get things done, here is a brilliantly discursive, thought-provoking book about the leadership and management process that is changing the way we live. In the future, historians may look back on human progress and draw a sharp line designating "before Scrum" and "after Scrum." Scrum is that ground-breaking. It already drives most of the world's top technology companies. And now it's starting to spread to every domain where leaders wrestle with complex projects. If you've ever been startled by how fast the world is changing, Scrum is one of the reasons why. Productivity gains of as much as 1200% have been recorded, and there's no more lucid - or compelling - explainer of Scrum and its bright promise than Jeff Sutherland, the man who put together the first Scrum team more than twenty years ago. The thorny problem Jeff began tackling back then boils down to this: people are spectacularly bad at doing things with agility and efficiency. Best laid plans go up in smoke. Teams often work at cross purposes to each other. And when the pressure rises, unhappiness soars. Drawing on his experience as a West Point-educated fighter pilot, biometrics expert, early innovator of ATM technology, and V.P. of engineering or CTO at eleven different technology companies, Jeff began challenging those dysfunctional realities, looking for solutions that would have global impact. In this book you'll journey to Scrum's front lines where Jeff's system of deep accountability, team interaction, and constant iterative improvement is, among other feats, bringing the FBI into the 21st century, perfecting the design of an affordable 140 mile per hour/100 mile per gallon car, helping NPR report fast-moving action in the Middle East, changing the way pharmacists interact with patients, reducing poverty in the Third World, and even helping people plan their weddings and accomplish weekend chores. Woven with insights from martial arts, judicial decision making, advanced aerial combat, robotics, and many other disciplines, Scrum is consistently riveting. But the most important reason to read this book is that it may just help you achieve what others consider unachievable - whether it be inventing a trailblazing technology, devising a new system of education, pioneering a way to feed the hungry, or, closer to home, building a foundation for your family to thrive and prosper.

Mastering Project Management. - Title from Title Screen. - Updated Ed. Of: The Art of Project Management, O'Reilly, 2005

A study guide to mastering project management for the PMP® exam

The Mostly Honest Completely Irreverent Guide to Creativity

Mastering Leadership

Developing Core Competencies to Help Outperform the Competition

What the best project managers know, do and say

Controlling a Project When the Team Doesn't Report to You

A detailed handbook for experienced developers explains how to get the most out of Microsoft's Visual Studio .NET, offering helpful guidelines on how to use its integrated development environment, start-up templates, and other features and tools to create a variety of applications, including Web services. Original. (Advanced)

Project management—it's not just about following a template or using a tool, but rather developing personal skills and intuition to find a method that works for everyone. Whether you're a designer or a manager, Project Management for Humans will help you estimate and plan tasks, scout and address issues before they become problems, and communicate with and hold people accountable.

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from "the personal productivity guru"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

A FranklinCovey Title

Mastering Project Management

The Myths of Innovation

Mastering Visual Studio .NET

Mastering Project Management Strategy and Processes

The Complete Software Project Manager

The Fourth Industrial Revolution

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 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.

Tens of thousands of readers rely on James Lewis's classic Project Planning, Scheduling & Control for hands-on help in bringing projects in on time and on budget. Now, this higher-level guide takes project managers beyond basic skills. Using the flexible and down-to-earth approach for which Lewis is famed, it covers advanced topics such as identifying customer requirements using QFD (quality function deployment); allocating resources for improved scheduling applying systems thinking; and using decision-support tools in project management.

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. In this new edition Barker & Cole have included a section highlighting valuable sources of information in the challenging world of project management, including their inside track on methods, training and professional associations. It's the ultimate guide to becoming a brilliant project manager. Brilliant Outcomes Make a success of any project. Deliver on your promises. Save money, time and your sanity!

*Instant Wall Street Journal Bestseller! Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julie Zhuo felt when she became a rookie manager at the age of 25. She stared at a long list of logistics—from hiring to firing, from meeting to messaging, from planning to pitching—and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. The Making of a Manager is a modern field guide packed everyday examples and transformative insights, including: * How to tell a great manager from an average manager (illustrations included) * When you should look past an awkward interview and hire someone anyway * How to build trust with your reports through not being a boss * Where to look when you lose faith and lack the answers Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.*

Project Management Absolute Beginner's Guide

How to Learn Anything . . . Fast!

Proven Methods to Meet Organizational Goals

The Science of Winning Hearts, Sparking Change, and Making Good Things Happen

Work Smarter, Reduce Your Stress, and Lead by Example

The First 20 Hours

The Project Manager

How to make better decisions and achieve your goals What shapes a person's career and life, and defines them as a leader? Their decisions. We all want to be more productive and deliver our best results. But doing this effectively—and consistently over time—is a significant challenge. Managing it all is hard, and leading in today's hyper-paced world is even harder. The good news is that leadership expert Steve McClatchy makes it easier. In Decide, McClatchy—who works with Fortune 1000 people every day to help them achieve outstanding levels of performance—shows you how to cut through the complexities and excuses to start realizing real gains simply by changing one thing: the way you make decisions. With McClatchy's help, you can quickly begin to: Use the time you have each day to move your business and your life forward Make decisions that yield better results Waste less time, reduce stress and regain balance Again and again, McClatchy has helped people learn for themselves how great decision-making habits yield a lifetime of accomplishments. Follow McClatchy's no-nonsense and practical approach, and you'll soon manage—and even lead—at your highest level of personal performance.

Your answer to the software project management gap The Complete Software Project Manager: From Planning to Launch and Beyond addresses an interesting problem experienced by today's project managers: they are often leading software projects, but have no background in technology. To close this gap in experience and help you improve your software project management skills, this essential text covers key topics, including: how to understand software development and why it is so difficult, how to plan a project, choose technology platforms, and develop project specifications, how to staff a project, how to develop a budget, test software development progress, and troubleshoot problems, and what to do when it all goes wrong. Real-life examples, hints, and management tools help you apply these new ideas, and lists of red flags, danger signals, and things to avoid at all costs assist in keeping your project on track. Companies have, due to the nature of the competitive environment, been somewhat forced to adopt new technologies. Oftentimes, the professionals leading the development of these technologies do not have any experience in the tech field—and this can cause problems. To improve efficiency and effectiveness, this groundbreaking book offers guidance to professionals who need a crash course in software project management. Review the basics of software project management, and dig into the more complicated topics that guide you in developing an effective management approach Avoid common pitfalls by perusing red flags, danger signals, and things to avoid at all costs Leverage practical roadmaps, charts, and step-by-step processes Explore real-world examples to see effective software project management in action The Complete Software Project Manager: From Planning to Launch and Beyond is a fundamental resource for professionals who are leading software projects but do not have a background in technology.

Pass the PMP 2021 exam with confidence with the help of practical and up-to-date coverage of project management practices from the 6th edition of the PMBOK® Guide Key FeaturesWritten by J. Ashley Hunt, an experienced PMP® trainer with over 20 years of project management experienceLearn

with the help of PMP® practice tests, exam tips, and best practices from the PMBOK® GuideEffectively plan core project work aspects such as scope, cost, quality, procurement, and communicationBook Description One of the five most prestigious certifications in the world, the PMP® exam is said to be the most difficult non-technical certification exam. With this exam guide, you'll be able to address the challenges in learning advanced project management concepts. This PMP study guide covers all of the 10 project management knowledge areas, 5 process groups, 49 processes, and aspects of the Agile Practice Guide that you need to tailor your projects. With this book, you will understand the best practices found in the sixth edition of the PMBOK® Guide and the newly updated exam content outline. Throughout the book, you'll learn exam objectives in the form of a project for better understanding and effective implementation of real-world project management tasks, helping you to not only prepare for the exam but also implement project management best practices. Finally, you'll get to grips with the entire application and testing processes in PMP® and discover numerous tips and techniques for passing the exam on your first attempt. By the end of this PMP® exam prep book, you'll have a solid understanding of everything you need to pass the PMP® certification exam, and be able to use this handy, on-the-job desktop reference guide to overcome challenges in project management. What you will learnUnderstand how to fill out the exam application and what to expect on the day of the examGet a comprehensive overview of project management processes, knowledge areas, and project executionExplore project and organization structures and other factors influencing projectsManage risk, scheduling, and cost using expert tips and insightsAcquire and manage resources and communication in project workMonitor and control projects from planning to executionDiscover professional responsibility, study tips, and what's in store for certified project management professionalsWho this book is for If you are an experienced project manager looking for a common language and best practices in the project management space and want to achieve the PMP certification to accelerate your career growth, this book is for you. A minimum of 3 to 7 years of experience in leading and directing projects for a variety of industries will be useful.

A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

Project Management Lite

Decide

What I Learned About Making and Breaking Habits--to Sleep More, Quit Sugar, Procrastinate Less, and Generally Build a Happier Life

Brilliant Project Management ePub eBook

HBR Guide to Project Management (HBR Guide Series)

Strategic Project Management Made Simple

Becoming a PMP® Certified Professional

Making Things HappenMastering Project Management"O'Reilly Media, Inc."

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 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 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 this book unique.

A visionary report on the revitalization of the liberal arts tradition in the electronically inflected, design-driven, multimedia language of the twenty-first century. Digital Humanities is a compact, game-changing report on the state of contemporary knowledge production. Answering the question "What is digital humanities?," it provides an in-depth examination of an emerging field. This collaboratively authored and visually compelling volume explores methodologies and techniques unfamiliar to traditional modes of humanistic inquiry—including geospatial analysis, data mining, corpus linguistics, visualization, and simulation—to show their relevance for contemporary culture. Written by five leading practitioner-theorists whose varied backgrounds embody the intellectual and creative diversity of the field, Digital Humanities is a vision statement for the future, an invitation to engage, and a critical tool for understanding the shape of new scholarship.

NEW YORK TIMES BESTSELLER • The author of The Happiness Project and “a force for real change” (Brené Brown) examines how changing our habits can change our lives. “If anyone can help us stop procrastinating, start exercising, or get organized, it’s Gretchen Rubin. The happiness guru takes a sledgehammer to old-fashioned notions about change.”—Parade Most of us have a habit we’d like to change, and there’s no shortage of expert advice. But as we all know from tough experience, no magic, one-size-fits-all solution exists. It takes work to make a habit, but once that habit is set, we can harness the energy of habits to build happier, stronger, more productive lives. In Better Than Before, acclaimed writer Gretchen Rubin identifies every approach that actually works. She presents a practical, concrete framework to allow readers to understand their habits—and to change them for good. Infused with Rubin’s compelling voice, rigorous research, and easy humor, and packed with vivid stories of lives transformed, Better Than Before explains the (sometimes counterintuitive) core principles of habit formation and answers the most perplexing questions about habits: • Why do we find it tough to create a habit for something we love to do? • How can we keep our healthy habits when we’re surrounded by temptations? • How can we help someone else change a habit? Rubin reveals the true secret to habit change: first, we must know ourselves. When we shape our habits to suit ourselves, we can find success—even if we’ve failed before. Whether you want to eat more healthfully, stop checking devices, or finish a project, the invaluable ideas in Better Than Before will start you working on your own habits—even before you’ve finished the book.

An Integrated Framework for Breakthrough Performance and Extraordinary Business Results

The Dance of the Possible

Influence Is Your Superpower

The Management Book

Easyread Edition

Practical Tools for Leaders and Teams

The Art of Doing Twice the Work in Half the Time

A five-step strategy for turning a commodity into a necessity When products and services become interchangeable, price becomes the ultimate determinant for consumers. Indispensable shows businesses how to break out of that cycle by using The Five Drivers—a strategy that takes companies to the next level of performance. Renowned business consultant Joe Calloway looks at how real companies have made their product or service "mission critical," and satisfied customers in the process. Indispensable goes straight to the heart of the issue and reveals how successful companies—of any size, in virtually any manufacturing, selling, or service endeavor—achieve market leadership through The Five Drivers of fierce customer loyalty. Indispensable shows readers how to: * Create and sustain momentum: overcome organizational inertia and keep moving forward * Develop habitual dependability: make consistency of performance a defining characteristic * Connect continuously * See the Big Picture Outcome: create compelling customer experiences * Engage, Enchant, Enthrall: make magic in the marketplace With interviews, detailed case studies, and dozens of real-world, effective customer service ideas and initiatives, Indispensable is just what today's forward-thinking businesses need.

In this new paperback edition of the classic bestseller, you'll be taken on a hilarious, fast-paced ride through the history of ideas. Author Scott Berkun will show you how to transcend the false stories that many business experts, scientists, and much of pop culture foolishly use to guide their thinking about how ideas change the world. With four new chapters on putting the ideas in the book to work, updated references and over 50 corrections and improvements, now is the time to get past the myths, and change the world. You'll have fun while you learn: Where ideas come from The true history of history Why most people don't like ideas How great managers make ideas thrive The importance of problem finding The simple plan (new for paperback) Since its initial publication, this classic bestseller has been discussed on NPR, MSNBC, CNBC, and at Yale University, MIT, Carnegie Mellon University, Microsoft, Apple, Intel, Google, Amazon.com, and other major media, corporations, and universities around the world. It has changed the way thousands of leaders and creators understand the world. Now in an updated and expanded paperback edition, it's a fantastic time to explore or rediscover this powerful view of the world of ideas. "Sets us free to try and change the world."--Guy Kawasaki, Author of Art of The Start "Small, simple, powerful: an innovative book about innovation."--Don Norman, author of Design of Everyday Things "Insightful, inspiring, evocative, and just plain fun to read. It's totally great."--John Seely Brown, Former Director, Xerox Palo Alto Research Center (PARC) "Methodically and entertainingly dismantling the clichés that surround the process of innovation."--Scott Rosenberg, author of Dreaming in Code; cofounder of Salon.com "Will inspire you to come up with breakthrough ideas of your own."--Alan Cooper, Father of Visual Basic and author of The Inmates are Running the Asylum "Brimming with insights and historical examples, Berkun's book not only debunks widely held myths about innovation, it also points the ways toward making your new ideas stick."--Tom Kelley, GM, IDEO; author of The Ten Faces of Innovation

It's tricky enough to spearhead a big project when you're the boss. But when you're the leader of a team of people who don't report to you, the obstacles are even greater. Results Without Authority is the definitive book for project managers looking to establish credibility and control. A groundbreaker in the field, it supplies a start-to-finish system for getting successful project results from cross-functional, outsourced, and other types of teams. The completely updated second edition includes new information on: ò Agile methods and evolving project management tools ò Strategies for working with virtual teams ò Analytical versus öblinkö decision processes ò The use (and misuse) of social media in project environments ò The myth of multitasking. For project leaders lacking clear-cut authority, mastering everyone on board—and keeping them there—can be a challenge. Results Without Authority is the must-have guide for getting the best results from your team.

Mastering Project Time Management, Cost Control, and Quality Management gives managers powerful insights and tools for addressing the "Triple Constraints" that define virtually every project: time, cost, and quality. This book is part of a new series of seven cutting-edge project management guides for both working practitioners and students. Like all books in this series, it offers deep practical insight into the successful design, management, and control of complex modern projects. Using real case studies and proven applications, expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome. Individually, these books focus on realistic, actionable solutions, not theory. Together, they provide comprehensive guidance for working project managers at all levels, including highly-complex enterprise environments. These books also provide indispensable knowledge for anyone pursuing PMI/PMBOK or PRINCE2 certification, or other accreditation in the field.

Drawdown

The Most Comprehensive Plan Ever Proposed to Reverse Global Warming

How To Become The Company That Your Customers Can't Live Without

Results Without Authority

Fundamentals of Project Management

Project Management for Non-project Managers

The Art of Stress-Free Productivity

There has been a sea-change in the focus of organizations - whether private or public - away from a traditional product- or service-centricity towards customer-centricity and projects are just as much a part of that change. Projects must deliver value; projects must involve stakeholders, and Elizabeth Harrin and Phil Peplow demonstrate convincingly that stakeholders are the ones who get to decide what 'value' actually means. Customer-Centric Project Management is a short guide explaining what customer-centricity means in terms of how you work and its importance for project performance; using tools and processes to guide customer-centric thinking will help you see the results of engagement and demonstrate how things can improve, even on difficult projects. The text provides a straightforward implementation guide to moving your own business to a customer-centric way of working, using a model called Exceed and provides some guidance for ensuring that customer-centricity is sustainable and supported in the organization. This is a practical, rigorous and well-researched text. It draws on established models and uses the example of project implementation in a healthcare environment to demonstrate the impact of this significant way of thinking about value. The authors can't guarantee that the Exceed process will radically improve project success rates, and no process can. Adopting a customer-centric mindset and using the Exceed process to measure and monitor customer satisfaction will, however, help you move towards working with happier, more engaged stakeholders.

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.

• New York Times bestseller • The 100 most substantive solutions to reverse global warming, based on meticulous research by leading scientists and policymakers around the world "At this point in time, the Drawdown book is exactly what is needed; a credible, conservative solution-by-solution narrative that we can do it. Reading it is an effective inoculation against the widespread perception of doom that humanity cannot and will not solve the climate crisis. Reported-by-effects include increased determination and a sense of grounded hope." —Per Espen Stoknes, Author, What We Think About When We Try Not To Think About Global Warming "There's been no real way for ordinary people to get an understanding of what they can do and what impact it can have. There remains no single, comprehensive, reliable compendium of carbon-reduction solutions across sectors. At least until now. . . . The public is hungry for this kind of practical wisdom." —David Roberts, Vox "This is the ideal environmental sciences textbook—only it is too interesting and inspiring to be called a textbook." —Peter Kareiva, Director of the Institute of the Environment and Sustainability, UCLA In the face of widespread fear and apathy, an international coalition of researchers, professionals, and scientists have come together to offer a set of realistic and bold solutions to climate change. One hundred techniques and practices are described here—some are well known; some you may have never heard of. They range from clean energy to educating girls in lower-income countries to land use practices that pull carbon out of the air. The solutions exist, are economically viable, and communities throughout the world are currently enacting them with skill and determination. If deployed collectively on a global scale over the next thirty years, they represent a credible path forward, not just to slow the earth's warming but to reach drawdown, that point in time when greenhouse gases in the atmosphere peak and begin to decline. These measures promise cascading benefits to human health, security, prosperity, and well-being—giving us every reason to see this planetary crisis as an opportunity to create a just and livable world. This volume enables managers to review, extend and sharpen their project management skills, promoting individual development, personal and organizational effectiveness. Practical features include key questions, action checklists, activities and guides to best practice.

Building Ontologies with Basic Formal Ontology

Project Management Theory and Practice

Mastering the Art of Delivery

Just Enough to Get the Job Done... Nothing More

Mastering the art of leading teams

The Making of a Manager

The Five Secrets You Must Discover Before You Die

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 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 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.

Randal Wilson gives managers powerful insights and tools for structuring and managing any project based on business strategy and how that project will be used. Starting with project objectives, it demonstrates how to establish processes that optimally group actions at each stage of the project lifecycle -- thereby maximizing the likelihood of success. Mastering Project Management Strategy and Processes is part of a new series of six cutting-edge project management guides for both working practitioners and students. Like all books in this series, it offers deep practical insight into the successful design, management, and control of complex modern projects. Using real case studies and proven applications, expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome. Individually, these books focus on realistic, actionable solutions, not theory. Together, they provide comprehensive guidance for working project managers at all levels, as well as indispensable knowledge for anyone pursuing PMI/PMBOK certification or other accreditation in the field.

This is a book for people at every stage of life. It is a book for young people who are just starting out on the journey of life. Just as young internet-savvy people use the net to tap the experiences of others with products or travel locations, so I hope you will find the life experiences of these people equally fascinating. Wisdom does not have to come when we are old; we can find it much sooner. This is also a book for those in mid-life, like me, who want to ensure that we discover what matters before it is too late. It is also a book for those in their later years, who wish to reflect on their life experiences and discover ways to pass wisdom on to those who follow.

Between the 18th and 19th centuries, Britain experienced massive leaps in technological, scientific, and economical advancement

What to Do When Everyone Looks to You

Scrum

Proven Methods for Controlling the Three Elements that Define Project Deliverables

Mastering Technology from Planning to Launch and Beyond

Helping People Get Things Done

Making Things Happen

Customer-Centric Project Management

Processes don't drive projects; people do. Successful project management is ultimately about effective communication, and more broadly, effective people management. Most books, however, deal largely with process - the mechanical, methodological side, and play down the human side. The Project Manageris a fresh approach to project management: it moves beyond the formal methodologies and techniques to shed light on the core skills that will make you a great project manager. It puts the project manager centre stage and provides you with an invaluable set of experience-based lessons, tips, and advice to help you consistently deliver the results you want. Whether you are a project manager yourself, or someone who works with or recruits project managers, this book will be essential reading. DISCOVER WHAT YOU NEED TO KNOW AND DO TO BE A GREAT PROJECT MANAGER Rediscover the superpower that makes good things happen, from the professor behind Yale School of Management's most popular class "The new rules of persuasion for a better world."—Charles Duhigg, author of the bestsellers The Power of Habit and Smarter Faster Better You were born influential. But then you were taught to suppress that power, to follow the rules, to wait your turn, to not make waves. Award-winning Yale professor Zoe Chance will show you how to rediscover the superpower that brings great ideas to life. Influence doesn't work the way you think because you don't think the way you think. Move past common misconceptions—such as the idea that asking for more will make people dislike you—and understand why your go-to negotiation strategies are probably making you less influential. Discover the one thing that influences behavior more than anything else. Learn to cultivate charisma, negotiate comfortably and creatively, and spot manipulators before it's too late. Along the way, you'll meet alligators, skydivers, a mind reader in a gorilla costume, Jennifer Lawrence. Genghis Khan, and the man who saved the world by saying no. Influence Is Your Superpower will teach you how to transform your life, your organization, and perhaps even the course of history. It's an ethical approach to influence that

will make life better for everyone, starting with you.
Mastering Project Time Management, Cost Control, and Quality Management
Better Than Before