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Management For The Unofficial

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Project Manager” is a well-written book with guidelines and toolkits for managing projects. It introduces clear and easy-to-follow concepts, and we learn that PEOPLE + PROCESS = SUCCESS. *The four foundational behaviors: 1) demonstrate respect; 2) listen; 3) clarify expectations; 4) practice accountability.

Project Management for the Unofficial Project Manager by ...

Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides

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you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close

Project Management for the Unofficial Project Manager: A ...

Summary: Project Management for Unofficial Project Manager by Kory Kogon I. INITIATE. Know where you want to go. Most important phase because everything depends on it. Make sure you identified... II. PLAN. Know how you want to go. The better you plan, the more likely you'll succeed. But don't expect ...

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S*ummary: Project Management for Unofficial Project Manager ...*

Project Management for the Unofficial Project Manager changes the way you think about project management and sets a new benchmark for effective project management. It supports and acknowledges the role each employee plays while dealing with projects. The employees of the modern world have quietly slipped into the role of unofficial project managers.

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Project Management for the Unofficial Project

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Manager: A FranklinCovey Title (Audio Download): Amazon.co.uk: Kory Kogon, Suzette Blakemore, James Wood, Teri Schnaubelt, LLC Echo Point Books & Media: Books

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Maanager: A ...

Project management isn't just about managing logistics and hoping the project team is ready to play to win. The skill of informal authority is more important than ever before. How do you involve the project members (about whom you may not have formal authority) in such a way that they are inspired to make their best contribution to the success of the project?

Project Management Essentials for the Unofficial Project ...

Some of these principles include time

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management, considering cost and budget, incorporating strategies in to the scope of the project, reporting to upper management or the CEO, and working with unmotivated or difficult people. This book will also walk you through factors to consider when planning a project, such as objectives and goals, strategies, people involved in the project (your team ...

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Project Management for the Unofficial Project Manager: A FranklinCovey Title Paperback - 23 April 2015 by Kory Kogon (Author), Suzette Blakemore (Author), James Wood (Author) 4.7 out of 5 stars 186 ratings See all formats and editions

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Project Management: The Unofficial Guide: How To ...

Project Management for the Unofficial Project Manager: A FranklinCovey Title Audible Audiobook - Unabridged Kory Kogon (Author), Suzette Blakemore (Author), James Wood (Author), 4.6 out of 5 stars 434 ratings See all formats and editions

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Project Management for the Unofficial Project Manager: A ...

Project Management for the Unofficial Project Manager ties together a process that everyone can use for project work, as it is for all levels of an organization." --Bonnie Stone, Centralized Learning and Development Manager at Central Arizona Project

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Unofficial project managers in any arena will

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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 audiobook is for you.

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

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be 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

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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.

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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.

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When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most

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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

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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

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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,

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and Implementation Equation) make this book unique.

Your go-to project management guide! Project managers are among the most sought-after people in today's business universe. Here's your one-stop guide to all the information and advice you need for masterful project management! Hone your skills in sizing, organizing, scheduling, and handling projects to help teams maximize their productivity as you make yourself indispensable. Whether you're new to project management or an experienced pro, this book has the resources

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you need to get the job done. 7 Books
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Agile Project Management For Dummies Project
Management Checklists For Dummies PMP
Certification All-in-One For Dummies Scrum
For Dummies Microsoft Project 2019 For
Dummies Enterprise Agility For Dummies

The seven essential tools for keeping projects on time and under budget You're executing risk management, leadership, and planning--all hallmarks of outstanding project management. And yet you're still having trouble keeping your projects on

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Le schedule. Creative Project Management adds two new elements to the mix: creativity and innovation. Internationally renowned project management consultants Michael Dobson and Ted Leemann combine traditional project management skills, such as risk evaluation, decision-making, and human dynamics, with outside-the-box thinking and business creativity. They provide seven new tools and approaches you can apply to any project. The methods discussed inside Creative Project Management show you how to: Realistically imagine the outcome of your decisions Work with--and around--the realities and

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constraints that affect your decisions Read and predict trends Manage the long- and short-term ramifications of your decisions Evaluate the impact of present and future technologies on your decisions Imagine new choices you didn't think you had Creative Project Management provides an invaluable new set of tools for any project management professional tasked with making difficult decisions in these uncertain times.

Project management—it's not just about following a template or using a tool, but rather developing personal skills and

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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.

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 is the fastest way to

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Master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time.

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Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn:

- Master the key skills and qualities every project manager needs
- Lead projects, don't just "manage" them
- Avoid 15 most common mistakes new project managers make
- Learn from troubled, successful, and "recovered" projects
- Set the stage for success by effectively defining your project

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Le Build a usable project plan and an accurate work breakdown structure (WBS) • Create budgets and schedules that help you manage risk • Use powerful control and reporting techniques, including earned value management • Smoothly manage project changes, issues, risks, deliverables, and quality • Manage project communications and stakeholder expectations • Organize and lead high-performance project teams • Manage cross-functional, cross-cultural, and virtual projects • Work successfully with vendors and Project Management Offices • Make the most of Microsoft Project and new web-based

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alternatives • Get started with agile and “critical chain” project management • Gain key insights that will accelerate your learning curve • Know how to respond to real-life situations, not just what they teach you in school

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

As an industry, interactive is different. The work entails elements of software

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development, marketing, and advertising, yet it's neither purely technical nor traditional "agency" work. Delivery methods are different, and because the industry is relatively new, the gap in understanding between the clients buying the work and the teams building it is often wide. Enter the geek girls guide. Nancy Lyons and Meghan Wilker don't just tell you how to deliver digital work, they demonstrate how to think about it. Interactive Project Management: Pixels, People, and Process helps clients, agencies, and industry professionals better understand the critical role of interactive

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project management, and presents a collaborative, people-focused approach to delivering high-quality digital work. In this book, the authors:

- Define the unique characteristics of interactive projects
- Explain the importance of emotional intelligence in the workplace
- Discuss communication techniques that help teams work together more efficiently
- Outline a process and specific deliverables that clarify how to think about critical aspects of a project
- Provide questions, tasks, tips, and advice that effectively move teams from initiation to launch

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