

# Decomposition Pmbok Guide

The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software.

Designed to be used in tandem with the latest edition of the PMBOK® Guide, this comprehensive volume closely follows the PMBOK® Guide's approach to style, structure and naming, while providing readers a balanced view of methods, tools, and techniques for managing software projects across the life cycle continuum from highly predictive life cycles to highly adaptive life cycles. Software Extension To the PMBOK® Guide Fifth Edition provides readers with knowledge and practices that will not only improve their efficiency and effectiveness but that of their management teams and project members as well.

Through the use of best practices, helpful screen shots, hands-on exercises, and review questions, this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore 'what if?' scenarios and decrease the time you spend making static schedule changes.

Each book covers all the necessary information a beginner needs to know about a particular topic, providing an index for easy reference and using the series' signature set of symbols to clue the reader in to key topics, categorized under such titles as Tip, Remember, Warning!, Technical Stuff and True Story.

This book is intended for people who are studying for the CAPMP and the PMP. It's formatted in the Outline Method, a common and effective method used for studying. It makes notes easy to scan for quick review, to read through and memorize. You'll get the key points needed to help pass the exam. This study guide is based on the 6th edition of the

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## PMBOK

Note: This pocket book is available in the following languages: English, German, Dutch. This pocket guide is based on the PMBOK® Guide Sixth Edition. It contains a summary of the PMBOK® Guide, to provide a quick introduction as well as a structured overview of this framework for project management. This pocket guide deals with the key issues and themes within project management and the PMBOK® Guide as follows: - Key terms and definitions in the project management profession - A short overview of the activities of PMI Inc., the organization and its standards: PMBOK® Guide, Standard for Project Portfolio Management, Standard for Program Management and other standards. - The essentials of the Project Lifecycle and Organization. - What are the key project management knowledge areas and processes? Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK® Guide framework or a systematic approach for project management. The book is also very useful for members of a project management team in a project environment using the PMBOK® Guide as a shared reference. A complete but concise description of the PMBOK® Guide, for anyone involved in projects or project management, for only €15,95!

This handbook provides a comprehensive and detailed framework for the implementation of "Continuous Improvement" and Lean Six Sigma in a professional project management environment. For this purpose the book brings together Lean Six Sigma and the PMBOK standard for project management. It provides an integrated approach, which can be used for both transactional and manufacturing businesses to better define ways to reduce costs, enhance processes ,and achieve faster implementation and new product or service development. The reader is guided carefully and

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reliably through the detailed procedures introduced in this book using a comprehensive, conceptual and practical well-balanced approach.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) provides generalized project management guidance applicable to most projects most of the time. In order to apply this generalized guidance to construction projects, the Project Management Institute has developed the Construction Extension to the PMBOK® Guide. This Construction Extension provides construction-specific guidance for the project management practitioner for each of the PMBOK® Guide Knowledge Areas, as well as guidance in these additional areas not found in the PMBOK®

Guide:

- All project resources, rather than just human resources
- Project health, safety, security, and environmental management
- Project financial management, in addition to cost
- Management of claims in construction

This edition of the Construction Extension also follows a new structure, discussing the principles in each of the Knowledge Areas rather than discussing the individual processes. This approach broadens the applicability of the Construction Extension by increasing the focus on the “what” and “why” of construction project management. This Construction Extension also includes discussion of emerging trends and developments in the construction industry that affect the application of project management to construction projects.

Handboek voor de uitvoering van ICT-projecten volgens een internationale, gezaghebbende standaard.

When software development teams move to agile methods, experienced project managers often struggle—doubtful about the new approach and uncertain about their new roles and responsibilities. In this book, two long-time certified Project Management

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Professionals (PMPs) and Scrum trainers have built a bridge to this dynamic new paradigm. They show experienced project managers how to successfully transition to agile by refocusing on facilitation and collaboration, not “command and control.” The authors begin by explaining how agile works: how it differs from traditional “plan-driven” methodologies, the benefits it promises, and the real-world results it delivers. Next, they systematically map the Project Management Institute’s classic, methodology-independent techniques and terminology to agile practices. They cover both process and project lifecycles and carefully address vital issues ranging from scope and time to cost management and stakeholder communication. Finally, drawing on their own extensive personal experience, they put a human face on your personal transition to agile--covering the emotional challenges, personal values, and key leadership traits you’ll need to succeed. Coverage includes Relating the PMBOKR Guide ideals to agile practices: similarities, overlaps, and differences Understanding the role and value of agile techniques such as iteration/release planning and retrospectives Using agile techniques to systematically and continually reduce risk Implementing quality assurance (QA) where it belongs: in analysis, design, defect prevention, and continuous improvement Learning to trust your teams and listen for their discoveries Procuring, purchasing, and contracting for software in agile, collaborative environments Avoiding the common mistakes software teams make in transitioning to agile Coordinating with project management offices and non-agile teams

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“Selling” agile within your teams and throughout your organization For every project manager who wants to become more agile. Part I An Agile Overview 7 Chapter 1 What is "Agile"? 9 Chapter 2 Mapping from the PMBOKR Guide to Agile 25 Chapter 3 The Agile Project Lifecycle in Detail 37 Part II The Bridge: Relating PMBOKR Guide Practices to Agile Practices 49 Chapter 4 Integration Management 51 Chapter 5 Scope Management 67 Chapter 6 Time Management 83 Chapter 7 Cost Management 111 Chapter 8 Quality Management 129 Chapter 9 Human Resources Management 143 Chapter 10 Communications Management 159 Chapter 11 Risk Management 177 Chapter 12 Procurement Management 197 Part III Crossing the Bridge to Agile 215 Chapter 13 How Will My Responsibilities Change? 217 Chapter 14 How Will I Work with Other Teams Who Aren't Agile? 233 Chapter 15 How Can a Project Management Office Support Agile? 249 Chapter 16 Selling the Benefits of Agile 265 Chapter 17 Common Mistakes 285 Appendix A Agile Methodologies 295 Appendix B Agile Artifacts 301 Glossary 321 Bibliography 327 Index 333

The popular guide to the project management body of knowledge, now fully updated Now in its seventh edition, this comprehensive guide to project management has long been considered the standard for both professionals and academics. With more than 32,000 copies sold in the last three editions, it has now been fully updated to cover the new PMBOK® Guide. Well-known expert Robert Wysocki has added more than 100 pages of new content based on instructor feedback, enhancing the

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coverage of best-of-breed methods and tools for ensuring project management success. With enriched case studies, accompanying exercises and solutions on the companion website, and PowerPoint slides for all figures and tables, the book is ideal for instructors and students as well as active project managers. Serves as a comprehensive guide to project management for both educators and project management professionals Completely updated to cover the new PMBOK® Guide Examines traditional, agile, and extreme project management techniques; the Enterprise Project Management Model; and Kanban and Scrumban methodologies Includes a companion website with exercises and solutions and well as PowerPoint slides for all the figures and tables used Written by well-known project management expert Robert Wysocki Effective Project Management, Seventh Edition remains the comprehensive resource for project management practitioners, instructors, and students. (PMBOK is a registered mark of the Project Management Institute, Inc.)

A unique learning resource to prepare for the PMP® certification exam Without sufficient practice and preparation for taking the Project Management Institute's (PMI's) PMP® certification exam, you won't be able to actually put your skills into practice in the real world! To help you achieve your goal of passing the exam, this two-part prep book covers all elements of the brand-new Project Management Professional exam. A team of experts presents you with a solid overview of the exam as well as hundreds of questions, detailed answers, and

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explanations. In addition, each question is accompanied by cross-references, providing you with a thorough preparation foundation for taking the PMP® exam. Features hundreds of short questions-and-answers on some of the most key topics that PMPs should be familiar with before taking the exam Includes more than 800 exam-quality questions with detailed answers and explanations, plus more than 200 fill-in-the-blank, true/false, and short answer questions to help you prepare for the exam Serves as an ideal complement to Sybex's PMP®: Project Management Professional Exam Study Guide, 6th Edition PMP® Practice Makes Perfect prepares you for taking the grueling 200-question, four-hour PMP® exam. (PMBOK, PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

The PMBOK® Guide—Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. PLEASE NOTE: Some images in this book may be blurry, but the text provides the supporting description. This title is best viewed on devices with a larger screen area.

Note: This pocket book is available in several languages:

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English, German, French, Spanish, Dutch. This pocket guide is based on the PMBOK® Guide Fifth Edition. It contains a summary of the PMBOK® Guide, to provide a quick introduction as well as a structured overview of this framework for project management. This pocket guide deals with the key issues and themes within project management and the PMBOK® Guide as follows: - Key terms and definitions in the project management profession- A short overview of the activities of PMI Inc., the organization and its standards: PMBOK® Guide, Standard for Project Portfolio Management, Standard for Program Management and other standards.- The essentials of the Project Lifecycle and Organization. - What are the key project management knowledge areas and processes? Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK® Guide framework or a systematic approach for project management. The book is also very useful for members of a project management team in a project environment using the PMBOK® Guide as a shared reference. A complete but concise description of the PMBOK® Guide, for anyone involved in projects or project management, for only 15,95!

At last - the first comprehensive and practical guide to the work breakdown structure (WBS) in 45 years! This book offers vital new perspectives on how to apply the WBS to today's different types of projects that produce products, services or results. You'll learn how to use WBS throughout the project lifecycle to plan, control and communicate. Your new insights into the WBS principles, plus checklists and proven action steps, will improve the

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planning of new projects and help you launch projects more efficiently and effectively.

Continuing in the tradition of its bestselling predecessors, PMP Exam Practice Test and Study Guide, Tenth Edition uses self study to help readers increase their chances of passing the PMP certification exam the first time around.

This tenth edition is up to date with the 2015 Examination Content Outline (ECO) published by the Project Management Institute

This practice-oriented book explores a variety of cross-project topics and specific aspects of different project phases. It also offers tips, examples, templates and checklists, and discusses concrete problems and solutions from project practice in IT and the automotive industry. The authors combine their extensive practical experience in years of project work with relevant project-management theory. Each chapter begins with a list of the learning objectives and concludes with a summary of the insights provided.

Accordingly, the book offers a valuable resource for:

Beginners wishing to acquire basic project management skills  
Participants in more advanced project management training who are looking for instructional material  
Project management experts who want to learn about further aspects, and to employ templates and checklists for even more successful projects

Handbook to aid candidates in preparation for the Certified Associate in Project Management (CAPM) exam.

“More than a how-to book, Dynamic Scheduling® With Microsoft® Project 2013 takes you on a journey from concepts through frameworks and processes and then unleashes the power of Project 2013. Easy to use, the book lays out a solid foundation and the authors masterfully walk you through basic functionality and all the new bells and

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whistles. Enjoy the ride!” —Scott G. Fass, PMP, Strategy, Operations and PPM Executive Microsoft® Project 2013 is a powerful software tool, and like all tools it requires knowledge and skill to be used to its maximum potential. This fully revised new edition provides users with everything they will need to more easily and effectively manage projects to a successful conclusion. Designed for the busy, practicing project manager, Dynamic Scheduling® With Microsoft® Project 2013 will help you get up to speed quickly with the new and enhanced features of Project 2013 (including Project Pro for Office 365) and enable you to create effective schedules using best practices, tips & tricks, and step-by-step instruction. Through the use of helpful screenshots, hands-on exercises, illustrations, and review questions, this guide instructs you on how to build dynamic schedules that will allow you to explore what-if scenarios and dramatically decrease the time you spend making static schedule changes. “A must read, reread, and use daily for all project managers” is what PMI’s Project Management Journal had to say about previous editions. This updated version is even better!

Successful project management is delivering your projects on time, to brief and within budget. The Definitive Guide to Project Management shows you step by step how to master the techniques of effective project management so that your projects deliver what you want, every time. Suitable for both beginners and more experienced project managers, The Definitive Guide to Project Management is the essential companion for anyone looking to develop their project management skills. Revised and improved to follow the prestigious PMI certification scheme, its indispensable advice can be put to work immediately. Inside you will find key exam questions, templates and action checklists to help you at each stage of your well-executed project. Get the job done

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and on time with The Definitive Guide to Project Management The Definitive Business Series will ensure you get up to speed fast with all the business essentials you need to be a success. With their guided step-by-step approach the latest practical business techniques and concepts and their easy-to-read style, The Definitive Business Series cover every aspect of the topic from the business basics to the essential skills needed to progress in your career. The Definitive Business Series. Your fast-track to business success.

An update from the 1996 first edition of the reference to generally accepted knowledge in the profession of project management. Among the changes are more emphasis on progressive elaboration, an acknowledgement of the role of the project office, and the expansion of the treatment of earned value management.

Transform the PMBOK® Guide from a framework to a sharpened tool in your project manager's toolbox In project management circles, it's often joked that "there's the right way, the wrong way, and the PMBOK® way" to manage projects. In truth, it's really about the methodology you choose. The PMBOK® Guide is a consensus-based standard that thousands of project management professionals find immensely valuable in the process of developing an effective methodology. But exactly how does a project manager take the information provided in the PMBOK® Guide and apply it most effectively and appropriately to an actual project environment? This book can be the answer. It is basically a "guide to the guide"—a road map to applying the tools of the PMBOK® Guide to your organization's or project's unique nature and requirements. Bringing the PMBOK® Guide to Life: A Companion for the Practicing Project Manager builds a bridge between the PMBOK® Guide and the common needs of today's practicing project managers. It explains and elaborates on specific techniques, terms, and the application

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of tools that will enable project managers to effectively adapt the principles and processes described in the PMBOK® Guide to the practical world of project management. Readers will find suggested approaches for the use of project management tools and techniques along with templates developed directly from information provided in the PMBOK® Guide. Suggestions and study tips are also included to assist in preparing for the PMP exam, and a Project Plan Accelerator (PPA) can be used with the PMBOK® Guide by project managers and project teams to develop plans that are specifically tailored to meet the needs of your team, your clients, and your sponsoring organization. Written by two of the leading experts in the field, Bringing the PMBOK® to Life will help every project manager translate the PMBOK® Guide's tools and techniques into actionable, commonsense approaches to managing a project. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Aimed at Project Management Professionals who understand the PMBOK registered] Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered] environment, this user guide and training manual helps them discover how to gain the most from the software.

The PMP Certification Exam Study Guide facilitates the knowledge and confidence needed to achieve the highly sought after PMP credential. Covering the nine knowledge areas and 42 processes covered in the actual examination, it contains more than 500 questions, memorization games, study tips, equations, and a glossary. The book is filled with flowch

The Work Breakdown Structure (WBS) serves as a guide for defining work as it relates to a specific

project's objectives. This book supplies project managers and team members with direction for the preliminary development and the implementation of the WBS. Consistent with A Guide to the Project Management Body of Knowledge (PMBOK® Guide)-Sixth Edition, the WBS Practice Standard presents a standard application of the WBS as a project management tool. Throughout the book, the reader will learn what characteristics constitute a high-quality WBS and discover the substantial benefits of using the WBS in every-day, real-life situations.

This book is to introduce the readers to an effective project management methodology, a systematic approach for managing projects. Through the methodology and book, the author is attempting to bridge some of the gaps in the practice of project management that exists today; gaps created by numerous factors and challenges facing the dynamic and exciting field of project management. The book starts with setting the scenes and addressing the current challenges and opportunities for growing project management as a strategically vital domain for all types of organizations, in the public and private sector, for projects pursued for profit or not for profit, small or large, simple or complex. This book provides a comprehensive explanations of a project management methodological approach, its critical concepts, and how to apply this methodology

on a diversity of projects. the Customizable and Adaptable Methodology for Managing Projects(tm) (CAM2P(tm)). CAM2P(tm) is the methodological approach developed by the author in 2007-2008 and has been using since that time on internal and clients' projects. the author will also explain and demonstrate how to integrate, effectively, highly valuable concepts from the PMBOK® Guide (the process groups and knowledge areas) with a project life span approach, such as what CAM2P(tm) offers. In this book, the author provides steps to apply effective project management and offer readers with an outcome-based learning environment, where one can apply the discussed concepts on their projects for immediate and lasting benefits. the author emphasizes that to learn any project management methodology, the learners, must apply the learned concept on real projects, and this book will guide them as they move along the project life span from idea to closure.

Whether you're a current project manager seeking to validate the skills and knowledge acquired through years of practical experience or a newcomer to the PM field looking to strengthen your resume, the PMP® certification from the Project Management Institute (PMI®) provides you with the means to do so. This updated edition of the best-selling PMP®: Project Management Professional Study Guide was developed to help you prepare for this challenging

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exam, and includes additional study tools designed to reinforce understanding of critical subject areas. Key Topics Include: Project Initiation. Determining project goals, identifying constraints and assumptions, defining strategies, producing documentation. Project Planning. Refining a project, creating a WBS, developing a resource management plan, establishing controls, obtaining approval. Project Execution. Committing and implementing resources, managing and communicating progress, implementing quality assurance procedures. Project Control. Measuring Performance, taking corrective action, ensuring compliance, reassessing control plans, responding to risk event triggers. Project Closing. Documenting lessons learned, facilitating closure, preserving records and tools, releasing resources. Professional Responsibility. Ensuring integrity, contributing to knowledge base, balancing stakeholder interests, respecting differences. Note:CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Fully updated to be aligned with the Project Management Body of Knowledge® (PMBOK® Guide), Sixth Edition, this study guide is structured per the PMP® Examination Content Outline (ECO), 2015 edition, which is the blueprint for the PMP®

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exam. The study guide has a chapter of 50 questions for each performance domain in the ECO: initiating, planning, executing, monitoring and controlling, and closing. The study guide also provides access to a 200-question on-line test that simulates the experience of taking the actual PMP® examination.

This completely updated guide prepares you for taking the PMP® certification exam. As the most popular project management certification available, the PMP certification is very difficult to obtain and demands stringent requirements. Thankfully, this All-in-One guide is packed with valuable information that has been completely updated to offer you the most accurate and helpful information for taking the exam. The book features up-to-date content that reflects the changes in the Fifth Edition of the Project Management Body of Knowledge (PMBOK®) and helps you navigate the various requirements to become PMP certified. Plus, new review questions written by the author serve to enhance your learning process. Contains all things related to becoming PMP certified, from signing up to take the exam to becoming savvy with the essential areas of PMBOK. Helps you make sense of each domain of the PMBOK: communications management, cost management, human resources management, integration management, procurement management, quality management, risk management, scope

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management, and time management Offers complete coverage of the challenging PMP certification requirements as well as a large selection of practice questions Features an accompanying website that contains the Dummies Test Engine that boasts hundreds of sample questions This comprehensive guide will put you on your way to becoming PMP certified. (PMP, PMI and PMBOK are registered marks of the Project Management Institute, Inc.)

In light of increasing economic and international threats, military operations must be examined with a critical eye in terms of process design, management, improvement, and control. Although the Pentagon and militaries around the world have utilized industrial engineering (IE) concepts to achieve this goal for decades, there has been no single resource to bring together IE applications with a focus on improving military operations. Until now. Winner of the 2010 IIE/Joint Publishers Book-of-the-Year Award The Handbook of Military Industrial Engineering is the first compilation of the fundamental tools, principles, and modeling techniques of industrial engineering with specific and direct application to military systems. Globally respected IE experts provide proven strategies that can help any military organization effectively create, adapt, utilize, and deploy resources, tools, and technology. Topics covered include: Supply Chain

Management and decision making Lean Enterprise Concepts for military operations Modeling and optimization Economic planning for military systems Contingency planning and logistics Human factors and ergonomics Information management and control Civilian engineers working on systems analysis, project management, process design, and operations research will also find inspiration and useful ideas on how to effectively apply the concepts covered for non-military uses. On the battlefield and in business, victory goes to those who utilize their resources most effectively, especially in times of operational crisis. The Handbook of Military Industrial Engineering is a complete reference that will serve as an invaluable resource for those looking to make the operational improvements needed to accomplish the mission at hand.

In this newest edition, PMI presents straightforward questions and answers to the most common questions about project management, the project management framework, and the knowledge areas contained within the PMBOK® Guide - Fifth Edition. This handy reference will help project managers and students enhance their knowledge in specific areas and test themselves on issues that are essential to successful project management.

The Practice Standard for Work Breakdown Structures-Second Edition supplies project managers and team members with direction for the

preliminary development and the implementation of the WBS. Consistent with A Guide to the Project Management Body of Knowledge (PMBOK® Guide)-Third Edition, the WBS Practice Standard presents a standard application of the WBS as a project management tool. Throughout the book, the reader will learn what characteristics constitute a high-quality WBS and discover the substantial benefits of using the WBS in every-day, real-life situations.

Each of the cases provides new and unique challenges that have been mastered by the practice of project management. Readers will be able to apply the knowledge learned from this casebook in their work. The cases enable readers to see how and why projects are used in a wide variety of organizational settings in contemporary life. Readers are exposed to both successful and not-so-successful project management practices. The case-study approach encourages reader participation and active learning, and provides the opportunity to learn something of the real world of project management. It is essential in the curricula of project management training for both undergraduate and graduate students, as well as for continuing education, consulting, and in-house company training programs. The cases were chosen for their importance in discussing the fundamentals of project management. Most contain descriptions of actual projects, and each is followed by a series of questions to guide readers' analysis of the article to maximize the learning process.

The professional standard in the field of project management, A Guide to the Project Management Body of Knowledge better known as the PMBOK® Guide published by the Project

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Management Institute (PMI®) serves as the ultimate resource for professionals and as a valuable studying and training device for students taking the PMP® exam. A User's Manual to the PMBOK® Guide takes the next logical step to act as a true user's manual. Its accessible format and easy-to-understand language helps to not only distill essential information contained in the PMBOK® Guide—Fourth Edition, but also fills an educational gap by offering instruction on how to apply its various tools and techniques. This book: Defines each project management process in the PMBOK® Guide—Fourth Edition, describes their intent, and discusses their individual ITTOs (inputs, tools and techniques, and outputs) Features examples, handy tips, and sample forms to supplement learning Is written by the author who was project manager of the PMBOK® Guide—Fourth Edition Contains a data flow diagram of each process in the PMBOK® Guide—Fourth Edition to show how information is distributed A User's Manual to the PMBOK® Guide simplifies the PMBOK® Guide—Fourth Edition to provide the springboard from which successful project management processes are interpreted and carried out in the real world. Thorough in coverage and rich in content, this manual is a worthy companion to augment the important strategies laid out in the PMBOK® Guide Fourth Edition—and the one book that aspiring or professional project managers should never be without. (PMBOK, PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Understand and apply new concepts regarding Work Breakdown Structures The Work Breakdown Structure (WBS) has emerged as a foundational concept and tool in Project Management. It is an enabler that ensures clear definition and communication of project scope while performing a critical role as a monitoring and controlling tool. Created by the three experts who led the development of PMI®'s Practice

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Standard for Work Breakdown Structures, Second Edition, this much-needed text expands on what the standard covers and describes how to go about successfully implementing the WBS within the project life cycle, from initiation and planning through project closeout. Filling the gap in the literature on the WBS, *Work Breakdown Structures: The Foundation for Project Management Excellence* gives the reader an understanding of: The background and key concepts of the WBS WBS core characteristics, decomposition, representations, and tools Project initiation and the WBS, including contracts, agreements, and Statements of Work (SOW) Deliverable-based and activity-based management Using the WBS as a basis for procurement and financial planning Quality, risk, resource, and communication planning with the WBS The WBS in the executing, monitoring, and controlling phases New concepts regarding the representation of project and program scope Verifying project closeout with the WBS Using a real-life project as an example throughout the book, the authors show how the WBS first serves to document and collect information during the initiating and planning phases of a project. Then, during the executing phase, the authors demonstrate how the WBS transitions to an active role of project decision-support, serving as a reference and a source for control and measurement. (PMI is a registered mark of Project Management Institute, Inc.)

Do more in less time! This book's packed with intensely useful Project 2013 knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master every phase of project management with Project 2013: initiation, planning, scheduling, resource assignments, tracking, revision, completion, and more. You'll get comfortable with Project 2013's most valuable new features...master powerful new cloud-based tools for running

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your projects...even learn to manage complex project portfolios for your entire organization! • Discover what's new in Project 2013 and get started with new projects fast • Apply project management best practices through Project 2013 • Initiate, plan, and organize projects to maximize your odds of success • Create realistic schedules for your project and all your team members • Define task logic to intelligently link sequences of activities • Identify and eliminate bottlenecks before they interfere with your project • Use Project's automated scheduling engine to optimize efficiency • Review and tweak your schedule using views, tables, filters, and groups • Track your project's progress and analyze your performance to date • Adjust resources, tasks, and schedules to reflect project changes • Officially close your project, and evaluate it via Lessons Learned analyses or Earned Value tracking • Tailor Project 2013 to your individual and organizational needs • Leverage Project 2013's powerful cloud-based collaboration features • Customize reports, including Project 2013's advanced Visual Reports • Work with multiple projects at once and resolve complex resource allocation problems • Integrate Project 2013 with other Microsoft Office and third-party applications All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only Project 2013 book you need!

The full coverage you need for the PMP Exam Get the preparation you need for the challenging Project Management Professional (PMP) certification exam in this comprehensive study guide. In addition to coverage of all exam objectives, you'll find practical advice including "How This Applies to Your Current Project" and "Real World

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Scenario" sidebars, as well as coverage for the Certified Associate in Project Management (CAPM) exam, and much more. Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Practical hands-on exercises to reinforce critical skills Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book, so you can track your exam prep objective by objective Look inside for complete coverage of all exam objectives. Featured on the CD SYBEX TEST ENGINE: Test your knowledge with advanced testing software. Includes all chapter review questions and bonus exams. ELECTRONIC FLASHCARDS: Reinforce your understanding with flashcards that can run on your PC, Pocket PC, or Palm handheld. AUDIO INSTRUCTION: Fine-tune your project management skills with more than two hours of audio instruction from author Kim Heldman. Also on the CD, you'll find the entire book in searchable and printable PDF. Study anywhere, any time, and approach the exam with confidence.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition along with the new Agile Practice Guide as one package. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to

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reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Important New Tools for Managing Your Small Projects As Part of a Larger Program! The first edition of Project Management for Small Projects introduced project management processes, tools, and techniques that are scalable and adaptable to small projects. Project managers learned a structured, disciplined approach to managing small projects sensibly and realistically. This new edition is updated throughout to reflect the PMBOK® Guide, Fifth Edition, balancing the particular needs of small projects with the project management methodology. Project managers who are proficient at managing and leading their own projects are increasingly being called upon to work collaboratively with other project managers to lead components of a program. In addition to knowing how to manage processes and how to lead the team, project managers must now also know how to

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collaborate and share knowledge with other project managers. A new chapter on program management offers important insights and guidance for managing a group of related small projects in a coordinated way to obtain benefits and control not available from managing them individually.

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