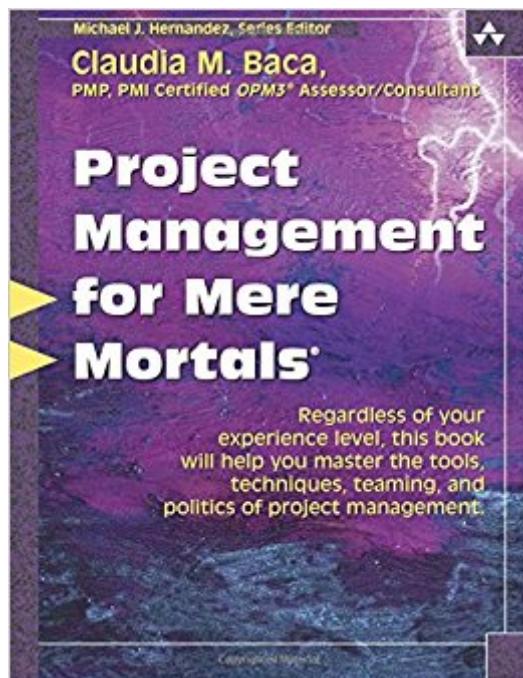


The book was found

Project Management For Mere Mortals



Synopsis

Praise for Project Management for Mere Mortals® “Project Management for Mere Mortals is a must read for all project managers with responsibilities for large or small projects, regardless of industry or product. Baca has cleverly taken the (sometimes) difficult lexicon of project management and distilled it into easy-to-read, understandable concepts. Her case study examples lead Project Managers from Project Initiation through Project Close “and those between “with ease. In today’s growing discipline of Project Management, we must understand the potential hurdles and where to capitalize on prior knowledge. Baca is a Project Management guru. No person involved with the execution of projects should be without this book ever.” Lisa Marie Jacobsen, CAPM, Project Manager, Newtown Square, Pennsylvania “Project Management for Mere Mortals is an excellent book for the beginning as well as the experienced project manager. At the elementary level, the concepts are clearly explained, and at the advanced level, hints and tips are explained that give new insight to the concepts. I especially liked the case studies that applied each chapter’s lessons.” Kaaren A. Walsh, PMP “This book is an excellent learning tool for beginning Project Managers and a terrific resource for experienced Project Managers.” “Janene A. Luders, PMP Project Management for Mere Mortals® strips away the myths and mysteries of effective project management, giving you the skills, tools, and insights to succeed with your next project and every project after that. Long-time project manager and trainer, Claudia Baca, walks you through all five process groups of project management: initiation, planning, execution, monitoring and controlling, and closing. Baca examines each process group from the perspectives of the working project manager and team member, highlighting the organizational issues most likely to arise and offering proven solutions. For each process group, she presents tools you can start using right now and demonstrates those tools at work in a realistic running case study. This guide takes you from the absolute basics through advanced techniques, such as measures of performance and change control. You’ll learn how to “ Accurately scope projects and build workable timetables “ Create trustworthy budgets and use them to manage your project “ Organize work assignments for maximum efficiency “ Build project teams, and keep them motivated “ Intelligently assess quality goals, and decide “ how good it has to be “ Identify and mitigate the real risks your project will encounter “ Control changes and stay on track, no matter what surprises occur “ Close projects successfully, and learn lessons for future projects “ Gain crucial skills you’ll need for PMI certification “ This book has been crafted to support professionals who are new (or almost new) to project management, as well as experienced project managers who want to handle complex projects and organizational politics more effectively.

Whatever your role or assignment, itâ™s your fastest route to deep project management mastery.

Â Contents Foreword by Kim Heldman, PMPÂ xv PrefaceÂ xvii AcknowledgmentsÂ xxv
About the AuthorÂ xxvii Chapter 1Â Â Setting the Project Management Context Â 1 Chapter 2Â Â Youâ™ve Been Assigned a Project! Â 19 Chapter 3Â Â How Big Is This Project? Â 53 Chapter 4Â Â Laying Out the Work Â 99 Chapter 5Â Â The Art of Estimating Â 131 Chapter 6Â Â Qualityâ™How Good Does It Have to Be? Â 169 Chapter 7Â Â Communicationâ™What Do You Think About My Project? Â 207 Chapter 8Â Â Riskâ™What Should You Worry About? Â 257 Chapter 9Â Â Creating the Schedule Â 291 Chapter 10 Budgetingâ™How Much? Â 331 Chapter 11 The Rhythm of Project Execution Â 369 Chapter 12 Keeping the Project on Track Â 397 Chapter 13 Controlling Changes Â 421 Chapter 14 Success!â™Closing the Project Â 441 Answers to the Review QuestionsÂ 457 GlossaryÂ 471 BibliographyÂ 477 Index Â 479 Â Â

Book Information

Paperback: 528 pages

Publisher: Addison-Wesley Professional; 1 edition (July 5, 2007)

Language: English

ISBN-10: 0321423453

ISBN-13: 978-0321423450

Product Dimensions: 6.8 x 1.3 x 9 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 stars 4 customer reviews

Best Sellers Rank: #284,991 in Books (See Top 100 in Books) #353 inÂ Books > Business & Money > Management & Leadership > Project Management > Business #3922 inÂ Books > Business & Money > Management & Leadership > Management #4835 inÂ Books > Business & Money > Skills

Customer Reviews

Praise for "Project Management for Mere Mortals(R)"â™"Project Management for Mere Mortals" is a must read for all project managers with responsibilities for large or small projects, regardless of industry or product. Baca has cleverly taken the (sometimes) difficult lexicon of project management and distilled it into easy-to-read, understandable concepts. Her case study examples lead Project Managers from Project Initiation through Project Close-and those between-with ease. In today's growing discipline of Project Management, we must understand the potential hurdles and where to capitalize on prior knowledge. Baca is a Project Management guru. No person involved with the

execution of projects should be without this book...ever."-Lisa Marie Jacobsen, CAPM, Project Manager, Newtown Square, Pennsylvania ""Project Management for Mere Mortals" is an excellent book for the beginning as well as the experienced project manager. At the elementary level, the concepts are clearly explained, and at the advanced level, hints and tips are explained that give new insight to the concepts. I especially liked the case studies that applied each chapter's lessons."-Kaaren A. Walsh, PMP "This book is an excellent learning tool for beginning Project Managers and a terrific resource for experienced Project Managers."-Janene A. Luders, PMP "Project Management for Mere Mortals(R)" strips away the myths and mysteries of effective project management, giving you the skills, tools, and insights to succeed with your next project-and every project after that. Long-time project manager and trainer, Claudia Baca, walks you through all five process groups of project management: initiation, planning, execution, monitoring and controlling, and closing. Baca examines each process group from the perspectives of the working project manager and team member, highlighting the organizational issues most likely to arise and offering proven solutions. For each process group, she presents tools you can start using right now-and demonstrates those tools at work in a realistic running case study. This guide takes you from the absolute basics through advanced techniques, such as measures of performance and change control. You'll learn how to - Accurately scope projects and build workable timetables- Create trustworthy budgets and use them to manage your project- Organize work assignments for maximum efficiency- Build project teams, and keep them motivated- Intelligently assess quality goals, and decide "how good it has to be"- Identify and mitigate the real risks your project will encounter- Control changes and stay on track, no matter what surprises occur- Close projects successfully, and learn lessons for future projects- Gain crucial skills you'll need for PMI certification. This book has been crafted to support professionals who are new (or almost new) to project management, as well as experienced project managers who want to handle complex projects and organizational politics more effectively. Whatever your role or assignment, it's your fastest route to deep project management mastery. Contents"Foreword by Kim Heldman, PMP xv""Preface xvii""Acknowledgments xxv""About the Author xxvii"Chapter 1 Setting the Project Management Context 1Chapter 2 You've Been Assigned a Project! 19Chapter 3 How Big Is This Project? 53Chapter 4 Laying Out the Work 99Chapter 5 The Art of Estimating 131Chapter 6 Quality-How Good Does It Have to Be? 169Chapter 7 Communication-What Do You Think About My Project? 207Chapter 8 Risk-What Should You Worry About? 257Chapter 9 Creating the Schedule 291Chapter 10 Budgeting-How Much? 331Chapter 11 The Rhythm of Project Execution 369Chapter 12 Keeping the Project on Track 397Chapter 13 Controlling Changes 421Chapter 14

Claudia M. Baca, PMP, PMI OPM3 ®, Certified Assessor and Consultant, has been active in the project management industry since 1984 and has project management experience in the information technology, telecommunications, and e-commerce industries. During her long and varied career, Claudia has managed multiple mission-critical projects for companies as varied as a major telecommunications company to an Internet start-up company. She most recently was the vice president of Consulting Services for a nationally known project management consulting firm. Currently, Claudia is an independent consultant focusing on project management consulting and training. She lectures for the Project Management Institute™s Denver chapter, as well as teaches for Colorado State University and Denver™s Front Range Community College. Å Claudia was a member of the leadership team that produced the standard for Project Management Maturity,OPM3, and is currently working on the second edition of that standard. She has a Master™s Certificate in Program Management from Denver University and earned her PMP in 1995. Å Claudia is also an experienced writer and technical editor. She coauthored the paper “Organizational Project Management Maturity Model (OPM3)”, presented at the PMI Global Congress Europe in 2003. She coauthored the paper “The Past, the Present and the Future of OPM3”, presented at the PMI Global Congress North America, 2004, and also coauthored “OPM3 “The Path to Organizational Achievement of Strategic Business Improvement”, presented at the PMI North American Congress in October 2007 in Atlanta, Georgia. In addition, she is the technical editor of the PMP Project Management Professional Study Guideand the IT Project + Study Guide , and is the coauthor of PMP Project Management Professional Workbook , all published by Sybex. In 2005, Claudia published the Project Management Spotlight on Change Managementin March and the PMP Project Management Professional Study Guide Deluxe Editionin August, both by John Wiley Publishing. Her first work for Addison-Wesley is Project Management for Mere Mortals , in 2007. Å Claudia was the first person to be certified by PMI® and Det Norske Veritas (DNV) as a PMI Certified OPM3 ® Assessor and Consultant. She has assessed and improved project management maturity in organizations ranging in size from a nuclear power plant to a 50-employee telecommunication networking company. Å

great

I bought this textbook for a course I'm taking but thought I'd save myself a little money by getting the Kindle version. The Kindle version will not give you page numbers, so you will be lost in class when the instructor tells you to turn to page so and so. A ridiculous gotcha, but it's true. The book itself seems quite good and you can copy and paste text into documents for study question purposes, etc. but that still doesn't make it worth it.

Really fantastic book. Depending on how you learn you might want to go with the video version (live lessons PM for Mere Mortals) or vice versa

this is another example of how overpriced college text books are gouging college students who are required to buy them. I find the price for this book outrageous, the second highest I have paid in the last 4 years for a text book. I am not sure who is responsible for the over-the-top price of this book - the distributor, the publisher or the author - I do know that something needs to be done about the high cost of text books for students. Congress is all about helping students get an education, they need to address the text book racket. These prices are unreal for something you will use for 16 weeks then attempt to resell.

[Download to continue reading...](#)

Project Management for Mere Mortals Project Management: Secrets Successful Project Managers Already Know About: A Beginner's Guide to Project Management, nailing the interview, and essential skills to manage a project like a Pro SQL Queries for Mere Mortals: A Hands-On Guide to Data Manipulation in SQL (3rd Edition) Database Design for Mere Mortals: A Hands-On Guide to Relational Database Design (3rd Edition) Agile Project Management: QuickStart Guide - The Simplified Beginners Guide To Agile Project Management (Agile Project Management, Agile Software Development, Agile Development, Scrum) Mere Christianity Study Guide: A Bible Study on the C.S. Lewis Book Mere Christianity Project Management for Musicians: Recordings, Concerts, Tours, Studios, and More (Music Business: Project Management) Agile : Agile Project Management, A QuickStart Beginners 's Guide To Mastering Agile Project Management ! Agile Project Management, A Complete Beginner's Guide To Agile Project Management! Project Management for Healthcare (ESI International Project Management Series) Agile Project Management QuickStart Guide: A Simplified Beginners Guide To Agile Project Management Project Management: The Managerial Process with MS Project (The McGraw-Hill Series Operations and Decision Sciences) Project Management for the Unofficial Project Manager: A FranklinCovey Title An Introduction to Project Management, Fifth Edition: With a Brief Guide to Microsoft Project 2013 Revised An

Introduction to Project Management, Fifth Edition: With a Brief Guide to Microsoft Project Professional 2016 Revised An Introduction to Project Management, Fourth Edition: With Brief Guides to Microsoft Project 2013 and AtTask Project Leadership (Project Management Essential Library) Successful Project Management (with Microsoft Project 2010) Just Enough Project Management: The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper Case Studies in Project, Program, and Organizational Project Management

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)