

Absolute Beginners Guide To Project Management

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• To emphasize the importance of project "leadership" versus just project "management." consistent with the Absolute Beginner's Guideseries, this book uses a teaching style to review the essential techniques and skills needed to successfully manage a project.

Project Management Absolute Beginner's Guide
In First Time Felting, felting and fiber expert Ruth Lane teaches a class for absolute beginners on three classic methods of felting. Start by learning about the various types of wool fibers used for felting, preparing them for the process, and simple methods for dyeing .

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Absolute Beginner's Guide to Project Management can help you quickly become an effective and efficient project manager when time matters most. Through topics such as 'building a project budget and schedule' to 'managing vendors,' this book will guide you through what works and what doesn't based on tried and true practices.

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content project management absolute beginners guide has 26 chapters divided into 5 parts the first part is titled project management jumpstart and includes chapters about project management overview roles definitions and elements of a successful project part 2 is about project planning while part 3 is about project control

Project Management Absolute Beginners Guide 3rd Edition ...
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

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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 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. 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 • 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 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

Why learn project management the hard way? Absolute Beginner's Guide to Project Management, Second Edition will have you managing projects in no time! Here's a small sample of what you'll learn: Key concepts and fundamentals behind best-practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry, with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first-time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You've just been handed your department's biggest project. Absolute Beginner's Guide to Project Management will show you exactly where to start-and walk you step by step through your entire project! Expert project manager Gregory Horine shows you exactly what works and what doesn't, drawing on the field's proven best practices. Understand your role as a project manager...gain the skills and discover the personal qualities of great project managers...learn how to organize, estimate, and schedule projects effectively...manage deliverables, issues, changes, risks, quality, vendors, communications, and expectations...make the most of technology...manage virtual teams...avoid the problems that trip up new project managers! This new edition jumpstarts your project management expertise even faster, with all-new insights on Microsoft Project, challenging project situations and intriguing project management topics of the day.

Far more than a word processor, Scrivener helps you organize and brainstorm even the most complex writing project, bring together your research, and write more efficiently and successfully than ever before. Long available for Mac, there's now a Windows version, too. Thousands of writers and aspiring writers are discovering this powerful, low-cost tool. Now, there's an up-to-the-minute, easy guide to the latest versions of Scrivener for both Mac and Windows: Scrivener Absolute Beginner's Guide . Written by working novelist and experienced computer book author Jennifer Kettell, this guide doesn't just present features and menus: it presents Scrivener in the context of your creative workflow, so you can make the most of this amazing software. Kettell draws on years of Scrivener experience and private tutoring to help you use Scrivener in both fiction and non-fiction projects, including screenwriting and academic writing. This book is as authoritative as it gets. Kettell not only wrote it in Scrivener: screen captures show her work in progress, and identify powerful ways to use Scrivener to improve productivity. Her book has been tech edited by the Literature & Latte software team member who serves as main liaison for the Scrivener Windows product to ensure that the Windows version is covered as thoroughly as the Mac version. You'll learn how to: • Integrate Scrivener into your own personal workflow • Get to know Scrivener's interface and customize it to your workstyle • Write, organize, storyboard, plot, and edit your document • Create custom templates to manage manuscripts, brainstorming, and research • Use keywords and metadata to keep track of complex projects • Track your progress and backing up your work • Generate a completed manuscript • Create an e-book from your manuscript • Discover new uses for Scrivener Throughout, Kettell clearly identifies differences between the Mac and Windows versions of Scrivener, so you're never frustrated by searching for a feature that isn't there. Scrivener Absolute Beginner's Guide is simple, clear, non-technical, and written from the viewpoint of a professional writer for other writers. It's the Scrivener guide thousands of writers have been waiting for.

Succeed as a project manager, even if you've never run a project before! This book is the fastest way to 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. 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 - 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 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.

An absolute must-have guide for beginners, this is an interactive workbook designed to teach you how to create gorgeous lettering with any pen on any surface, no brush pen or calligraphy nib necessary! You'll learn how to draw letters, words, inspirational phrases, and bible verses in multiple alphabet styles by practicing outlining letters and thickening downstrokes. Perforated traceable phrases and backgrounds allow you to make your own art, pull it out, then frame it. Simple, approachable, and fun, this method is versatile for any surface so you can create stunning faux calligraphy on paper, chalkboards, wood, glass, and more! Author Danielle Stringer is the owner and artist behind Imperfect Dust and shares her secret to hand lettering; that it doesn't have to be daunting! With the hope of encouraging readers to pick up a pen and go for it, Stringer will teach you how to achieve the calligraphy look with simple key lines.

[This book] sets up the general framework for our project management discussion and accelerates your project management learning curve, including an insightful review of successful projects and project managers. [The book] reviews the processes that establish the foundation for your project. [It] reviews the processes that allow you to effectively monitor, track, correct, and protect your project's performance. [It also] reviews the key leadership and people-focused skills that you need to meet today's business demands.-Intro.

Learning how to sew has never been simpler! Like having a personal instructor at your side, this beginner's guide teaches you to sew stitches both by hand and with a machine. Filled with detailed descriptions of materials and tools, the easy step-by-step instructions for all the basic sewing techniques will have you creating projects like aprons, pillows, and even pants and shorts in no time. These simple projects will introduce essential sewing skills like hems, seams, balancing tension, and how to use a pattern! Rectangular table cloth Knife-edge pillows Zipper closures Baby blanket Elastic-waist skirts Elastic-waist pants T-shirts Apron with pockets Unlined jackets With First Time Sewing, you will soon be stitching amazing gifts and projects with confidence.

DIVEjoy this beginner's guide that takes you by the hand like a personal instructor and teaches you how to knit./div

A fresh, upscale approach to crochet, with 38 simple projects presented in 25 comprehensive yet easy-to-understand lessons for anyone just picking up this craft. Crochet gets a chic makeover in this beginner-friendly book from French designer and crochet teacher Marion Madel. The 38 quick and easy projects include oversized scarves, cozy cowls, lacy shawls, decorative embellishments, bags, and much more. In 25 lessons, beginners will steadily build their repertoire of crochet skills, each one presented in detailed step-by-step photos, from creating foundation chains to decreasing and increasing stitches to crocheting in the round. For each lesson, the accompanying patterns offer the chance to try out new stitch patterns and techniques while creating a collection of beautiful garments and accessories that go far beyond typical "beginner's" projects.

Make the most of Project 2013-without becoming a technical expert! This book is the fastest way to take control of Project 2013, and use it to efficiently manage every phase of your project, from up-front planning through project completion and post-mortems. Even if you've never used Microsoft Project before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Project 2013 has never, ever been this simple! Who knew how simple Project® 2013 could be? This is the easiest, most practical beginner's guide to running real projects with Project 2013. simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Master today's best project management techniques • Use Project 2013 to solve many key project management problems • Master Project's revamped interface, from Start screen to Backstage • Leverage Project 2013's best new features in your day-to-day work • Get comfortable with the Project Window and its powerful views • Set up realistic project schedules and calendars • Add new tasks, dependencies, and resources • Create budgets, track costs, and quickly resolve cost overruns • Smoothly reflect changes in your project • Report on progress, from completed work to anticipated finish dates • Strengthen decision-making with dashboards, plans, and timelines • Streamline processes by integrating Project with SharePoint and Office • Securely share project data with team participants and stakeholders • Improve efficiency by customizing Project's interface to your needs • Coherently manage complex project portfolios • Extend project management to smartphones, tablets, and the cloud Brian Kenemer, Microsoft MVP for Project and Project Server, has worked with Project since 1997. He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years, and has helped several Microsoft Partners design and deploy Project Server-based systems. Sonia Atchison has worked with Microsoft Project since 1999. In 2006, she joined Microsoft's writing team, producing extensive help content, videos, and content for Office.com and TechNet.