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manager needs • Lead projects,

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15 most common mistakes new
project managers make • Learn
from troubled, successful, and
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stage for success by effectively
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accurate work breakdown
structure (WBS) • Create budgets
and schedules that help you
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8. Project Management: Absolute

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comprehensive book that covers

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relatively new project
professionals a quicker, more
accessible, and more affordable
way to manage projects.

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Beginner's Guide is focused on the first-time practitioner who has to manage a project in the real-world for the first time. The intended audience of readers are individuals new to project management, probably coming from other disciplines such as

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technologists, knowledge
workers, students, and functional
managers.

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have comprehensive checklists of

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guide to modern project
management... simple, practical

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- Make the most of Microsoft Project and new web-based alternatives
- Get started with agile and “critical chain” project management

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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

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Kennemer, 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

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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.

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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

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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

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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

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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

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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

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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

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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

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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.

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discover the personal qualities of
great project managers...learn
how to organize, estimate, and
schedule projects
effectively...manage deliverables,
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vendors, communications, and

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and scheduling, this revised text offers added material that covers relevant topics, such as agility, change management, governance, reporting, and risk management. This comprehensive resource provides a contemporary set of tools,

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increasing market share,
improving the quality of products,
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