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Nota di contenuto	Title Page; Copyright Page; Table of Contents; Introduction; About This Book; Conventions Used in This Book; What You're Not to Read; Foolish Assumptions; Icons Used in This Book; Beyond The Book; Where to Go from Here; Part I Understanding Projects and What You Want to Achieve; Chapter 1 Success in Project Management; Taking on a Project; Avoiding the Pitfalls; Deciding whether It's a Project; Grasping the four control areas; Recognising project diversity; Understanding the four stages; The Project Manager's Role; Looking at the Project Manager's tasks; Avoiding shortcuts Chapter 2 Thinking Through the Life of Your ProjectBeing Methodical; Breaking the Project into Stages; Seeing the advantages of stages; Deciding on the number of delivery stages; Understanding the Main Stages; Starting the project; Organising and preparing; Carrying out the work - delivery stages; Closing the project; Chapter 3 Defining the Scope and Producing a Business Case; Defining the Scope; Managing expectations; Challenging the scope; Grasping the extent of scope; Being clear; Prioritising; Producing a Business Case; Getting to grips with the basics; Updating the Business Case Justifying the projectUnderstanding the justification; Understanding

benefits; Writing the Business Case; Going Back to the Scope; Getting to Grips with Techniques; Calculating return on investment; Understanding cost-benefit analysis; Chapter 4 Knowing the Stakeholders; Managing Stakeholders; Identifying stakeholders; Analysing the stakeholders; Understanding the positions; Deciding action; Working with stakeholders; Planning the work; Handling Opposition; Solving the problems; Focusing on the common areas; Realising that you're a threat; Overriding the opposition; Part II Building the Plans

Chapter 5 Planning with Deliverables First Seeing the Logic; Thinking 'product' first; Understanding the problems of an activity focus; Knowing What a Product Is - and Isn't; Finding Good Product Names; Using a Business Project Example; Identifying the products; Developing a sequence; Defining the products; Using a Structured Product List; Unleashing WFD Power; Using the WFD for risk; Using the WFD for control; Using the WFD to show stages; Using the WFD for progress reporting; Getting a picture of the project; Chapter 6 Planning the Activities; Moving to Activities; Having multiple tasks

Listing the activities or tasks Drawing Up an Activity Network; Building a Network; Using the Work Flow Diagram; Putting in the time durations; Calculating the length of the project; Understanding Float; Identifying the Critical Path; Watching the critical path; Finding a split critical path; Being Precise with Dependencies; Knowing the dependency types; Staying in touch with reality; Thinking more about sequences; Working with the Network; Working to meet end dates; Backing into the schedule; Going for Gantt; Estimating Activity Durations; Getting the best information; Giving a health warning

Chapter 7 Looking at Resources
