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Titolo	The project management tool kit [[electronic resource]] : 100 tips and techniques for getting the job done right / / Tom Kendrick
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Edizione	[2nd ed.]
Descrizione fisica	1 online resource (273 p.)
Disciplina	658.4/04
Soggetti	Project management Industrial management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index. "Includes processes from all of the areas outlined in the Project Management Institute (PMI) PMBOKr Guide, 4th edition (2008)"--Introd. to the 2nd ed.
Nota di contenuto	Contents; How to Use This Book (Read This First!); 1. Activity Definition (PMBOK® 6.1, Define Activities); 2. Activity Duration Estimating (PMBOK® 6.4, Estimate Activity Durations); 3. Activity Resource Estimating (PMBOK® 6.3, Estimate Activity Resources); 4. Activity Sequencing (PMBOK® 6.2, Sequence Activities); 5. Brainstorming; 6. Canceling Projects; 7. Cause-and-Effect Analysis; 8. Closing Projects (PMBOK® 4.6, Close Project or Phase); 9. Coaching and Mentoring; 10. Communicating Informally; 11. Communications Planning (PMBOK® 10.2, Plan Communications); 12. Conflict Resolution 13. Consensus-Building for Your Ideas 14. Constraint Management and Plan Optimization; 15. Cost Budgeting (PMBOK® 7.2, Budget Costs); 16. Cost Control (PMBOK® 7.3, Control Costs); 17. Cost Estimating (PMBOK® 7.1, Estimate Costs); 18. Creative Problem-Solving; 19. Customer Interviews; 20. Decision-Making; 21. Delegating Responsibility; 22. Delphi Technique; 23. Earned-Value Management (EVM); 24. Forecasting Project Completion; 25. Global Teams; 26.

Human Resource Planning (PMBOK® 9.1, Develop Human Resources Plan); 27. Influence Without Authority
28. Information Distribution (PMBOK® 10.3, Distribute Information)29. Inheriting a Project; 30. Integrated Change Control (PMBOK® 4.5, Perform Integrated Change Control); 31. Issue Management; 32. Leadership; 33. Lessons Learned; 34. Market Research; 35. Matrix Teams (Cross-Functional Teams); 36. Meeting Execution; 37. Meeting Planning; 38. Motivation; 39. Multiple Dependent Projects; 40. Multiple Independent Projects; 41. Negotiating Contracts; 42. Negotiating Project Changes; 43. Organizational Change; 44. Organizing for Project Management; 45. Performance Problem Resolution
46. Performance Reporting (PMBOK® 10.5, Report Performance)47. Presentations; 48. Problem Escalation; 49. Process Improvement; 50. Procurement Administration (PMBOK® 12.3, Administer Procurements); 51. Procurement Close-Out (PMBOK® 12.4, Close Procurements); 52. Procurement Initiation (PMBOK® 12.2, Conduct Procurements); 53. Procurement Planning (PMBOK® 12.1, Plan Procurements); 54. Project Baseline Setting; 55. Project Charter (PMBOK® 4.1, Develop Project Charter); 56. Project Infrastructure; 57. Project Initiation; 58. Project Life Cycle; 59. Project Metric Implementation
60. Project Metric Selection61. Project Objective (Mission); 62. Project Office; 63. Project Plan Development (PMBOK® 4.2, Develop Project Management Plan); 64. Project Plan Execution (PMBOK® 4.3, Direct and Manage Project Execution); 65. Project Priorities; 66. Project Reviews; 67. Project Variance Analysis (PMBOK® 4.4, Monitor and Control Project Work); 68. Project Vision; 69. Qualitative Risk Analysis (PMBOK® 11.3, Perform Qualitative Risk Analysis); 70. Quality Assurance (PMBOK® 8.2, Perform Quality Assurance); 71. Quality Control (PMBOK® 8.3, Perform Quality Control)
72. Quality Planning (PMBOK® 8.1, Plan Quality)

Sommario/riassunto

The tools you need for success with every project!
