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Nota di contenuto	Cover; Title Page; Copyright Page; Dedication Page; Table of Contents; Introduction to the Third Edition; 1. Activity Definition (PMBOK® Guide 6.2); 2. Activity Duration Estimating (PMBOK® Guide 6.5); 3. Activity Resource Estimating (PMBOK® Guide 6.4); 4. Activity Sequencing (PMBOK® Guide 6.3); 5. Brainstorming; 6. Canceling Projects; 7. Cause-and-Effect Analysis; 8. Closing Projects (PMBOK® Guide 4.6); 9. Coaching and Mentoring; 10. Communicating Informally; 11. Communications Control (PMBOK® Guide 10.3); 12. Communications Management (PMBOK® Guide 10.2) 13. Communications Planning (PMBOK® Guide 10.1)14. Conflict Resolution; 15. Consensus-Building for your Ideas; 16. Constraint Management and Plan Optimization; 17. Cost Budgeting (PMBOK® Guide 7.3); 18. Cost Control (PMBOK® Guide 7.4); 19. Cost Estimating (PMBOK® Guide 7.2); 20. Cost Planning (PMBOK® Guide 7.1); 21. Creative Problem-Solving; 22. Customer Interviews; 23. Decision-Making; 24. Delegating Responsibility; 25. Delphi Technique; 26. Earned-Value Management (EVM); 27. Forecasting Project Completion; 28. Global Teams; 29. Human Resource Planning (PMBOK® Guide 9.1) 30. Influence without Authority31. Inheriting a Project; 32. Integrated Change Control (PMBOK® Guide 4.5); 33. Issue Management; 34.

Leadership; 35. Market Research; 36. Matrix Teams (Cross-Functional Teams); 37. Meetings; 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. Presentations; 47. Problem Escalation; 48. Process Improvement; 49. Procurement Close-Out (PMBOK® Guide 12.4) 50. Procurement Contracting (PMBOK® Guide 12.2) 51. Procurement Control (PMBOK® Guide 12.3); 52. Procurement Planning (PMBOK® Guide 12.1); 53. Project Baseline Setting; 54. Project Charter (PMBOK® Guide 4.1); 55. Project Infrastructure; 56. Project Initiation; 57. Project Life Cycle; 58. Project Metrics; 59. Project Objective and Priorities; 60. Project Office; 61. Project Plan Development (PMBOK® Guide 4.2); 62. Project Plan Execution (PMBOK® Guide 4.3); 63. Project Reviews; 64. Project Variance Analysis (PMBOK® Guide 4.4); 65. Project Vision; 66. Qualitative Risk Analysis (PMBOK® Guide 11.3) 67. Quality Assurance (PMBOK® Guide 8.2) 68. Quality Control (PMBOK® Guide 8.3); 69. Quality Planning (PMBOK® Guide 8.1); 70. Quantitative Risk Analysis (PMBOK® Guide 11.4); 71. Required Skills Analysis; 72. Requirements Collection (PMBOK® Guide 5.2); 73. Resource Leveling; 74. Responsibility Analysis; 75. Return on Investment Analysis; 76. Rewards and Recognition; 77. Risk Identification (PMBOK® Guide 11.2); 78. Risk-Management Planning (PMBOK® Guide 11.1); 79. Risk Monitoring and Control (PMBOK® Guide 11.6); 80. Risk Response Planning (PMBOK® Guide 11.5) 81. Schedule Control (PMBOK® Guide 6.7)

Sommario/riassunto

Now in its third edition, The Project Management Tool Kit is a must-have strategic partner, filled with step-by-step guidance that will enable managers to get complex projects completed on time and on budget. Extensively updated and revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge (PMBOK® Guide), this results-oriented resource offers 100 powerful, practical tips and techniques.
