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Autore	Harrin Elizabeth
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Nota di contenuto	Title Page; Copyright Page; Table of Contents; Acknowledgments; Foreword; Introduction; The Reason for This Book; Considering Collaboration Tools: Project Management Software Evolved; How the Book is Organized; Is this Book for you?; Part 1: The Context for Collaboration; Chapter 1: Why we are Leaving Behind Old Working Practices; 1. Project Timescales Require Frequent Collaboration; 2. Virtual Teams Need Better Tools; 3. Being Digital and Social Drives Business Results; 4. It's the Way Business Works Today; Beyond Project Teams; Summary; Chapter 2: Online Collaboration - The New Normal Communicating Online: A Brief History Moving your Team Online; 1. Community; 2. Communication; 3. Access to Data; 4. Connectivity; Technology for Collaboration; Virtual Factor 1: Geography; Virtual Factor 2: Electronic Communication; Virtual Factor 3: Culture; The Limitations of Online Collaboration; Summary; Chapter 3: Collaboration Tools 101; 1. Instant Messaging; Why should I use this Feature?; Pros; Cons; 2. File upload; Why should I use this Feature?; Pros; Cons; 3. File Versioning and Collaboration; Why should I use this Feature?; Pros; Cons; 4. Create Groups/Teams

Why should I use this Feature?Pros; Cons; 5. Share Updates; Why should I use this Feature?; Pros; Cons; 6. Search; Why should I use this Feature?; Pros; Cons; 7. Reports; Why should I use this Feature?; Pros; Cons; 8. Workflows; Why should I use this Feature?; Pros; Cons; 9. Notifications and Alerts; Why should I use this Feature?; Pros; Cons; 10. Liking and Gamification; Why should I use this Feature?; Pros; Cons; The Disadvantages of Collaboration Tools; Summary; Chapter 4: Communication and the Project Management Life Cycle; The Project Management Life Cycle: The Communication View
Initiation PhasePlanning Phase; Delivery Phase(s); Closure Phase; Communication Challenges for Project Managers (And how you Can Address Them); 1. Communicating up and out to Stakeholders and Sponsors; 2. Managing Miscommunication; 3. Communicating for Team Building; 4. Managing the Team's Communication Preferences; Summary; Chapter 5: Team Management and the Project Management Life Cycle; The Project Management Life Cycle: The Team Management View; Initiation Phase; Planning Phase; Delivery Phase(s); Closure Phase; Team Management Challenges; 1. Managing Dispersed Teams
2. Managing Across Cultures3. Managing Part-Time Team Members; 4. Managing People who don't Work for you; Summary; Part 2: Making It Work; Chapter 6: Strategy First; Strategy Before Tools; Developing a Strategy; Step 1: Identify the Problems; Step 2: Identify Stakeholders; Step 3: Define your goals; Step 4: Identify Possible Solutions; Defining What you Want from your Software; 1. Functional Requirements; 2. Nonfunctional Requirements; 3. Vendor Fit; 4. Cost; 5. Other Strategic Elements; The Question of Gamification; Summary; Chapter 7: Is your Team Ready to Work Online?
Four Dependencies for a Successful Deployment

Sommario/riassunto

In Collaboration Tools for Project Managers, Elizabeth Harrin builds upon her 2010 book, Social Media for Project Managers, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

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