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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 Authority; 31. Inheriting a Project; 32. Integrated
Change Control (PMBOK® Guide 4.5); 33. Issue Management; 34.
Leadership; 35. Market Research; 36. Matrix Teams (Cross-Functional
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50. Procurement Contracting (PMBOK® Guide 12.2); 51. Procurement
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67. Quality Assurance (PMBOK® Guide 8.2); 68. Quality Control (PMBOK®
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74. Responsibility Analysis; 75. Return on Investment Analysis; 76.
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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.
