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Pubbl/distr/stampa	Hoboken, N.J., : Wiley Pub., Inc., c2011
ISBN	9786613397812 9781118094471 1118094476 9781283397810 1283397811 9781118094457 111809445X
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (362 p.)
Collana	Serious skills
Disciplina	658.4/04 658.404
Soggetti	Project management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Project Management JumpStart; Introduction; Who Should Read This Book; What This Book Covers; Making the Most of This Book; Building the Foundation; The Project Management Journey; Is It a Project?; Where Are We Going?; A Bird's-Eye View; Know the Structure of Your Organization; Benefiting from Project Management Practices; Tools of the Trade; Understanding Project Processes; Twenty-first Century Project Management; What's Old Is New Again; Constraints; Where Do You Go from Here?; Becoming PMP Certified; Certifying with CompTIA's Project+; Formal Education Programs; Terms to Know Review QuestionsDeveloping Project Management Skills; A Little Bit of Everything; Communication Is the Key; Organizing Techniques; General Management Skills; People Management Skills; Communicating Your Style; Exchanging Information; Active Listening; How Many Connections Are There?; Ten Tips for Communicating Effectively; Terms to Know; Review Questions; Initiating the Project; Selecting Projects for Success; How Projects Come About; Project Requests; Selecting and Prioritizing Projects; Feasibility Study; Meeting the Stakeholders; Working with the

## Project Sponsor

Documenting Stakeholder Roles and Responsibilities  
Competing Needs of Stakeholders; Creating the Project Charter; Purposes for the Charter; Essential Elements of a Project Charter; Holding the Project Kickoff Meeting; Creating the Agenda; Terms to Know; Review Questions; Defining the Project Goals; Agreeing on the Deliverables; Goals and Objectives; Deliverables; Discovering Requirements; Requirements-Gathering Process; Critical Success Factors; Identifying Assumptions and Constraints; Defining Assumptions; Defining Constraints; Creating the Project Scope Statement

Contents of the Project Scope Statement  
Obtaining Sign-off; Creating the Project Scope Management Plan; Creating the Communications Plan; Terms to Know; Review Questions; Breaking Down the Project Activities; Constructing the Work Breakdown Structure; Organizing the WBS Levels; Work Packages; Identification Codes; Outline View; Defining Tasks and Activities; Managing the Work; Activity Sequencing; Determining Milestones; Constructing the Responsibility Assignment Matrix; Estimating Activity Durations; Expert Judgment; Parametric Estimating; Establishing Dependencies

Constructing a Network Diagram  
Precedence Diagramming; Activity on Node; Arrow Diagramming Method - Activity on Arrow; Diagramming Method of Choice; Terms to Know; Review Questions; Planning and Acquiring Resources; Planning the Project Team; Skills Assessment; Deciding Who's Needed; Negotiating for Team Members; Staffing Assignments; Acquiring Materials, Supplies, and Equipment; Questions to Ask; Make or Buy; Procurement Plan; Resource Plan; Contracting for Resources; Request for Proposal and More; Soliciting Bids; Choosing a Supplier; Awarding the Contract; Terms to Know; Review Questions  
Assessing Risk

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## Sommario/riassunto

The much-anticipated new edition of the popular project management introductory book The role of the project manager continues to become more diverse and demanding, placing strong project management skills in high demand. This in-depth introductory guide offers aspiring project managers the essential fundamentals of project management. Fully revised since the previous version, this new edition includes updated project management methods and practices as well as new examples and study questions. Project management guru Kim Heldman presents you with a clear, concise, and enjoyable writi

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