

<<项目管理入门 第2版 Project Ma>>

图书基本信息

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## 内容概要

More than two thirds of American companies use teams to execute their most important projects, making project management a highly valuable skill for advancing your career. Project Management For Dummies, Second Edition introduces you to the principles of successful project management and shows you how to motivate any team to gain maximum productivity. You ' ll find out how to: Define your project and what you intend to accomplish ; Identify project stakeholders and their expectations ; Develop a project plan ; Establish project schedules and timetables ; Determine which skill sets and resources the project requires ; Choose team members and define their roles ; Launch you project and track its progress ; Encourage peak performance ; Conclude your project successfully. Complete with helpful tips on delegating, shortening schedules, and optimizing your own performance Project Management for Dummies, help you get your project, and your career, off the ground in no time. 作者简介 : Stanley E. Portny, president of Stanley E. Portny and Associates, LLC, is an internationally recognized expert in project management and leadership with 28 years experience.

书籍目录

Introduction. Part 1: Understanding Expectations (The Who, What, and Why of Your Project). Chapter 1: Project Management: The Key to Achieving Results. Chapter 2: Clarifying What You 're Trying to Accomplish — and Why. Chapter 3: Knowing Your Project 's Audience: Involving the Right People. Chapter 4: Developing Your Game Plan: Getting from Here to There. Part 2: Determining When and How Much. Chapter 5: You Want This Project Done When? Chapter 6: Establishing Whom You Need, How Much, and When. Chapter 7: Planning for Other Resources and Developing the Budget. Chapter 8: Dealing with Risk and Uncertainty. Part 3: Putting Your Team Together. Chapter 9: Aligning the Key Players for Your Project. Chapter 10: Defining Team Members ' Roles and Responsibilities. Chapter 11: Starting Your Team Off on the Right Foot. Part 4: Steering the Ship: Managing Your Project to Success. Chapter 12: Tracking Progress and Maintaining Control. Chapter 13: Keeping Everyone Informed. Chapter 14: Encouraging Peak Performance by Providing Effective Leadership. Chapter 15: Bringing Your Project to Closure. Part 5: Taking Your Project Management to the Next Level. Chapter 16: Managing Multiple Projects. Chapter 17: Using Technology to Up Your Game. Chapter 18: Improving Individual and Organizational Skills and Practices. Chapter 19: Monitoring Project Performance with Earned Value Management. Part 6: The Part of Tens. Chapter 20: Ten Questions to Help You Plan Your Project. Chapter 21: Ten Tips for Being a Better Project Manager. Appendix A: Glossary. Appendix B: Combining the Techniques into Smooth Flowing Processes. Index.

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