

Project Management Lite Just Enough To Get The Job Done Nothing More Juana Clark Craig

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The Art of Data Analysis: Non-Technical Skills for Data Analysts - Alberto Scappini
2020-08-16

Would you like to greatly improve your data analysis capabilities by learning the

most critical non-technical skills? Do you want to be more astute and well-rounded when applying your skills as a data analyst and achieve better results? If you answered “yes” to any of these questions, keep

reading There is an immense focus being placed on data analysis by businesses these days. It is indispensable and helps boil down decision-making to a science. This in turn lets organizations streamline their processes, increase their efficiency, and reduce their operating costs. For this reason, data analysts are in high demand. While technical skills are needed for the job, a salient focus is placed on what soft skills do the incumbent data analysts possess. A lot of data analysts do not adequately acquire these soft skills and therefore fail to realize their full potential. The most impactful work that a highly successful data analyst does comprises non-technical skills. Some crucial skills among these include being able to construct the problem, understand the business context, ask the right questions, find creative solutions, creating visualizations, and presenting the findings. This indispensable book will guide you through these absolutely necessary soft

skills that you need in order to excel at your work as a valuable data analyst. Here's a preview of this fantastic book, and what else you'll learn: ● The critical contribution of non-technical skills in data analysis ● Using creativity to enable solving more complex problems quickly ● Understanding the business to address the specific needs of enterprises ● Thinking strategically to enhance the effectiveness and efficiency of your work ● Knowing how the human mind works to discover the abilities and limitations of various analytical models ● Using alternative techniques compared to statistical analysis such as qualitative data analysis, analytics, heuristics, etc., to gain a deeper perspective ● Acquiring negotiating skills to better deal with external and internal stakeholders ● Learning to better communicate your data analysis insights ● Being a better writer to be able to better express yourself And much more! As a key bonus, included in this book are

chapters that extensively elaborate on designing your findings by means of visualizations and public speaking in order to convincingly present your finding to a group of influential people and executives. The author understands your peculiar concerns and has therefore written this book in a clear and concise manner. The work is also thorough, relevant, and up-to-date. You are not required to be an experienced analyst to read this book.

However, you do need to have a zeal for the subject and the passion for improving the outcome of your work. So, if you want to dramatically improve as a data analyst and aspire to reach the zenith of your field, click the "Add to Cart" button, and let's get started!

Incidents in the Life of a Slave Girl (EasyRead Super Large 20pt Edition) - Harriet A. Jacobs 2008-11-05

Books for All Kinds of Readers
Read HowYouWant offers the widest selection of on-demand, accessible format editions on

the market today. Our 7 different sizes of EasyRead are optimized by increasing the font size and spacing between the words and the letters. We partner with leading publishers around the globe. Our goal is to have accessible editions simultaneously released with publishers' new books so that all readers can have access to the books they want to read. To find more books in your format visit

www.readhowyouwant.com

The Practice of Independent Accountability Mechanisms (IAMs) - Owen McIntyre

2019-11-04

This book presents a series of in-depth examinations, by leading experts from banking institutions, academia and civil society, of key aspects of the rapidly evolving practice of IAMs, and of the implications of such practice for environmental and social governance.

[The Real Book of Real Estate](#) -

Robert Kiyosaki 2010-05

From the #1 bestselling author of "Rich Dad, Poor Dad" comes the ultimate guide to real

estate--the advice and techniques every investor needs to navigate through the ups, downs, and in-betweens of the market.

Life of Pi - Yann Martel

2022-01-27

"Life of Pi will make you believe in the power of theatre" (Times). After a cargo ship sinks in the middle of the vast Pacific Ocean, there are five survivors stranded on a lifeboat - a hyena, a zebra, an orangutan, a Royal Bengal tiger, and a sixteen year-old boy named Pi. Time is against them, nature is harsh, who will survive? Based on one of the most extraordinary and best-loved works of fiction - winner of the Man Booker Prize, selling over fifteen million copies worldwide - and featuring breath-taking puppetry and state-of-the-art visuals, Life of Pi is a universally acclaimed, smash hit adaptation of an epic journey of endurance and hope. Adapted by acclaimed playwright Lolita Chakrabarti, this edition was published to coincide with the West End

premiere in November 2021.

The ONE Thing - Gary Keller

2013-04-01

- More than 500 appearances on national bestseller lists
- #1 Wall Street Journal, New York Times, and USA Today
- Won 12 book awards
- Translated into 35 languages
- Voted Top 100 Business Book of All Time on Goodreads

People are using this simple, powerful concept to focus on what matters most in their personal and work lives. Companies are helping their employees be more productive with study groups, training, and coaching. Sales teams are boosting sales. Churches are conducting classes and recommending for their members. By focusing their energy on one thing at a time people are living more rewarding lives by building their careers, strengthening their finances, losing weight and getting in shape, deepening their faith, and nurturing stronger marriages and personal relationships. YOU WANT LESS. You want fewer distractions and less on your plate. The daily barrage of

e-mails, texts, tweets, messages, and meetings distract you and stress you out. The simultaneous demands of work and family are taking a toll. And what's the cost? Second-rate work, missed deadlines, smaller paychecks, fewer promotions--and lots of stress. AND YOU WANT MORE. You want more productivity from your work. More income for a better lifestyle. You want more satisfaction from life, and more time for yourself, your family, and your friends. NOW YOU CAN HAVE BOTH — LESS AND MORE. In *The ONE Thing*, you'll learn to * cut through the clutter * achieve better results in less time * build momentum toward your goal* dial down the stress * overcome that overwhelmed feeling * revive your energy * stay on track * master what matters to you *The ONE Thing* delivers extraordinary results in every area of your life--work, personal, family, and spiritual. WHAT'S YOUR ONE THING? [Project Management Absolute Beginner's Guide](#) - Greg Horine

2017-02-09

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is

today's best beginner's guide to modern project management... simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn:

- Master the key skills and qualities every project manager needs
- Lead projects, don't just "manage" them
- Avoid 15 most common mistakes new project managers make
- Learn from troubled, successful, and "recovered" projects
- Set the stage for success by effectively defining your project
- Build a usable project plan and an accurate work breakdown structure (WBS)
- Create budgets and schedules that help you manage risk
- Use powerful control and reporting techniques, including earned value management
- Smoothly manage project changes, issues, risks, deliverables, and quality
- Manage project communications and stakeholder expectations
- Organize and lead high-performance project teams
- Manage cross-functional, cross-

- cultural, and virtual projects
- Work successfully with vendors and Project Management Offices
- Make the most of Microsoft Project and new web-based alternatives
- Get started with agile and "critical chain" project management
- Gain key insights that will accelerate your learning curve
- Know how to respond to real-life situations, not just what they teach you in school

Rework - Jason Fried

2010-03-09

Rework shows you a better, faster, easier way to succeed in business. Most business books give you the same old advice: Write a business plan, study the competition, seek investors, yadda yadda. If you're looking for a book like that, put this one back on the shelf. Read it and you'll know why plans are actually harmful, why you don't need outside investors, and why you're better off ignoring the competition. The truth is, you need less than you think. You don't need to be a workaholic. You don't need to staff up. You don't need to waste time on

paperwork or meetings. You don't even need an office. Those are all just excuses. What you really need to do is stop talking and start working. This book shows you the way. You'll learn how to be more productive, how to get exposure without breaking the bank, and tons more counterintuitive ideas that will inspire and provoke you. With its straightforward language and easy-is-better approach, Rework is the perfect playbook for anyone who's ever dreamed of doing it on their own. Hardcore entrepreneurs, small-business owners, people stuck in day jobs they hate, victims of "downsizing," and artists who don't want to starve anymore will all find valuable guidance in these pages.

Agile Scrum - Scott Graffius
2016-04-05
EXPANDED AND UPDATED
Deliver Products in Short Cycles with Rapid Adaptation to Change, Fast Time-to-Market, and Continuous Improvement -- Which Supports Innovation and Drives Competitive Advantage

Shifting customer needs are common in today's marketplace. Businesses must be adaptive and responsive to change while delivering an exceptional customer experience to be competitive. There are a variety of frameworks supporting the development of products and services, and most approaches fall into one of two broad categories: traditional or agile. Traditional practices such as waterfall engage sequential development, while agile involves iterative and incremental deliverables. Organizations are increasingly embracing agile to manage projects, and best meet their business needs of rapid response to change, fast delivery speed, and more. With clear and easy to follow step-by-step instructions, Agile Scrum helps you: - Implement and use the most popular agile framework -- Scrum - Deliver products in short cycles with rapid adaptation to change, fast time-to-market, and continuous improvement - Support innovation and drive

competitive advantage Agile Scrum is for those interested or involved in innovation, project management, product development, software development or technology management. It's for those who have not yet used Scrum. It's also for people already using Scrum, in roles such as Product Owners, Scrum Masters, Development Team members (business analysts, solution and system architects, designers, developers, testers, etc.), customers, end users, agile coaches, executives, managers, and other stakeholders. For those already using Scrum, this guide can serve as a reference on practices for consideration and potential adaptation. Reactions to Agile Scrum have been incredibly positive. "A superbly written and presented guide to team-based project management that is applicable across a broad range of businesses from consumer products to high-tech." - IndieBRAG "Recommended." - The US Review of Books "The book is excellent." - Readers' Favorite "An all-inclusive

instruction guide that is impressively 'user-friendly' in tone, content, clarity, organization, and presentation." - Midwest Book Review "A-type personalities (those inclined to avoid instruction manuals) and non-readers will rejoice upon discovering this guide which makes getting started with Agile Scrum a breeze." - Literary Classics Book Reviews "A must-have for a project manager wanting to introduce Scrum to the organization." - PM World Journal "A clear and authoritative roadmap for successful implementation." - BookViral Agile Scrum has received 17 FIRST PLACE WINS in national and international competitions: 5th Annual Beverly Hills International Book Awards - Business-General category 5th Annual Beverly Hills International Book Awards - Technology category 2016 London Book Festival - Business category Fall 2016 Pinnacle Book Achievement Awards - Business category 2017 Feathered Quill Book

Awards - Informational
(Business) category 2016 New
Apple Book Awards -
Technology category 2017
Independent Press Award -
Technology category 11th
Annual National Indie
Excellence Awards -
Technology category 2017
Pacific Rim Book Festival -
Business category 2017
Bookvana Awards -
Green/Conscious Business
category 2017 Book Excellence
Awards - Technology category
14th Annual Best Book Awards
- Business Reference category
2017 New York City Big Book
Awards - Technology category
2017 Royal Dragonfly Book
Awards - Science & Technology
category 2017 Human
Relations Indie Book Awards -
Workplace category 2018
Florida Book Festival -
Business category 2018 Pacific
Book Awards - Business
category Agile Scrum -- get
your copy today!

**Project Management:
Concepts, Methodologies,
Tools, and Applications** -
Management Association,
Information Resources

2016-06-09

Organizations of all types are consistently working on new initiatives, product lines, or implementation of new workflows as a way to remain competitive in the modern business environment. No matter the type of project at hand, employing the best methods for effective execution and timely completion of the task at hand is essential to project success. *Project Management: Concepts, Methodologies, Tools, and Applications* presents the latest research and practical solutions for managing every stage of the project lifecycle. Emphasizing emerging concepts, real-world examples, and authoritative research on managing project workflows and measuring project success in both private and public sectors, this multi-volume reference work is a critical addition to academic, government, and corporate libraries. It is designed for use by project coordinators and managers, business executives, researchers, and graduate-level

students interested in putting research-based solutions into practice for effective project management.

Strengthening Forensic Science in the United States - National Research Council
2009-07-29

Scores of talented and dedicated people serve the forensic science community, performing vitally important work. However, they are often constrained by lack of adequate resources, sound policies, and national support. It is clear that change and advancements, both systematic and scientific, are needed in a number of forensic science disciplines to ensure the reliability of work, establish enforceable standards, and promote best practices with consistent application. *Strengthening Forensic Science in the United States: A Path Forward* provides a detailed plan for addressing these needs and suggests the creation of a new government entity, the National Institute of Forensic Science, to establish and enforce standards within

the forensic science community. The benefits of improving and regulating the forensic science disciplines are clear: assisting law enforcement officials, enhancing homeland security, and reducing the risk of wrongful conviction and exoneration. *Strengthening Forensic Science in the United States* gives a full account of what is needed to advance the forensic science disciplines, including upgrading of systems and organizational structures, better training, widespread adoption of uniform and enforceable best practices, and mandatory certification and accreditation programs. While this book provides an essential call-to-action for congress and policy makers, it also serves as a vital tool for law enforcement agencies, criminal prosecutors and attorneys, and forensic science educators.

Project Management JumpStart - Kim Heldman
2018-09-07

An informative introduction for those considering a career in project management Project

Management JumpStart offers a clear, practical introduction to the complex world of project management, with an entertaining approach based on real-world application. Fully revised to align with a Guide to the Project Management Body of Knowledge –PMBOK Guide©, 6th edition, this book provides an overview of the field followed by an exploration of current best practices. The practical focus facilitates retention by directly linking critical concepts to your everyday work, while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project+ credentials. Project management is a top-five, in-demand skill in today’s workplace, and the demand has spread far beyond IT to encompass nearly every industry; any organization that produces goods or services, whether for profit or not, has a vested interest in ensuring that projects are completed on time, on budget, and to the

satisfaction of the client—this is the heart of the project management function. Let Kim Heldman, bestselling author of PMP Study Guide and CompTIA Project+ Study Guide, walk you through the basic principles and practices to help you build a strong foundation for further training. Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around the world each year, and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation. If you’re considering a career in project management, Project Management JumpStart provides an excellent introduction to the field and clear direction for your next steps.

Project Management - DK

2022-01-04

The practical e-guide that gives you the skills to succeed as a project manager. Discover how to improve your project management skills by defining a project brief, identifying stakeholders, and building a strong team. You'll also learn useful tips for initiating projects, setting deadlines, and managing your budgets.

Essential Managers gives you a practical "how-to" approach with step-by-step instructions, tips, checklists, and "ask yourself" features showing you how to focus your energy, manage change, and make an impact. DK's Essential Managers series contains the knowledge you need to be a more effective manager and hone your management style. Whether you're new to project management or simply looking to sharpen your existing skills, this is the e-guide for you.

Project Management - H. N. Ahuja 1984-04-13

Completely rewritten book introducing quantitative analysis techniques for

complex construction projects.

Discusses and explains the need for analytic tools, and then demonstrates their use in planning and control of projects. Applies a systems approach to project planning and control, and describes the methodology step-by-step.

Describes the use of computers in project planning and control.

Managing Knowledge -

Wayne Applehans 1999

Knowledge management is a hot topic in the modern corporate world and this unique, practical book helps managers utilize corporate information to achieve real gains in productivity and profitability.

[Rich Johnson's Guide to Trailer](#)

[Boat Sailing](#) - Rich Johnson

2009-08

trailerable sailboat is the ideal way to explore the country ? wherever there is water. To make the most of this exciting lifestyle, owners of trailerable sailboats need three things ? an understanding of the boat and how to use it; knowledge about the tow vehicle and trailer used to transport the

boat; and a spirited sense of adventure to live the dream. #13;#13; This book will help you get started. #13;#13; #13; **Project Management Lite** - Juana Clark Craig 2012-11-01 Get your projects done without having a Master's Degree in Project Management There is no shortage of books on project management, yet most of those guides are weighed down with tiresome project management-speak and heavy process. This easy-to-use, step-by-step, plain English guide to project management shows readers how to hit ground running and nail the completion of projects. For beginners who find themselves in charge of a project but have no clue where to start or those who are struggling or feel overwhelmed, Project Management Lite focuses less on the theory and more on the action with simple worksheets and checklists. Author Juana Clark Craig, PMP, draws on over twenty-five years of project management experience gained while working in Fortune 500

companies to deliver a minimalistic approach to managing your projects without the mumbo-jumbo of traditional project management techniques.

Strategic Data-Based Wisdom in the Big Data Era - Girard, John 2015-02-28

The ability to uncover, share, and utilize knowledge is one of the most vital components to the success of any organization. While new technologies and techniques of knowledge dissemination are promising, there is still a struggle to derive and circulate meaningful information from large data sets. Strategic Data-Based Wisdom in the Big Data Era combines the latest empirical research findings, best practices, and applicable theoretical frameworks surrounding data analytics and knowledge acquisition. Providing a multi-disciplinary perspective of the subject area, this book is an essential reference source for professionals and researchers working in the field of knowledge management who

would like to improve their understanding of the strategic role of data-based wisdom in different types of work communities and environments.

Programming Embedded

Systems - Michael Barr

2006-10-11

Authored by two of the leading authorities in the field, this guide offers readers the knowledge and skills needed to achieve proficiency with embedded software.

Keep It Real With PBL,

Elementary - Jennifer Pieratt

2019-09-25

Plan enriching Project-Based Learning experiences with ease! If discovering a clear and efficient project-planning process is on your list, prepare to cross it off! This practical guide will help you design and construct project-based learning (PBL) experiences that facilitate deeper learning and develop 21st century skills for your students. Covering steps in the process such as brainstorming, benchmarking, and assessments, this accessible book also features: •

#realtalk soundbites that honor the challenges to implementing PBL • Tips and resources to support the project-planning process • Planning forms to guide you through planning your projects • Exercises to help you reflect and process throughout your project plans

Work Breakdown Structures -

Eric S. Norman 2010-09-23

Understand and apply new concepts regarding Work Breakdown Structures The Work Breakdown Structure (WBS) has emerged as a foundational concept and tool in Project Management. It is an enabler that ensures clear definition and communication of project scope while performing a critical role as a monitoring and controlling tool. Created by the three experts who led the development of PMI®'s Practice Standard for Work Breakdown Structures, Second Edition, this much-needed text expands on what the standard covers and describes how to go about successfully implementing the WBS within

the project life cycle, from initiation and planning through project closeout. Filling the gap in the literature on the WBS, Work Breakdown Structures: The Foundation for Project Management Excellence gives the reader an understanding of: The background and key concepts of the WBS WBS core characteristics, decomposition, representations, and tools Project initiation and the WBS, including contracts, agreements, and Statements of Work (SOW) Deliverable-based and activity-based management Using the WBS as a basis for procurement and financial planning Quality, risk, resource, and communication planning with the WBS The WBS in the executing, monitoring, and controlling phases New concepts regarding the representation of project and program scope Verifying project closeout with the WBS Using a real-life project as an example throughout the book, the authors show how the WBS first serves to document and collect information during the

initiating and planning phases of a project. Then, during the executing phase, the authors demonstrate how the WBS transitions to an active role of project decision-support, serving as a reference and a source for control and measurement. (PMI is a registered mark of Project Management Institute, Inc.) *Conflict 101* - Susan H. SHEAROUSE 2011-05-11 From mild disagreements to major personnel blowouts, conflict in the workplace is unavoidable. Drawing lightheartedly from stories of her own slipups and disagreements as well as examples from her twenty years of experience as a conflict resolution professional, author Susan Shearouse reveals how conflict is created, how to respond to it, and how to manage it more effectively so that your team can get back to doing what it does best: producing top results for your organization. *Conflict 101* employs research, humor, and oh-so-relatable anecdotes to help readers more deeply

understand what it takes to build trust, harness negative emotions, encourage apologies and forgiveness, use a solution-seeking approach, and say what needs to be said in the workplace to move past conflicts. Whether it's a fight over resources, a disagreement about how to get things done, or an argument stemming from perceived differences in identities or values, the manager's role is to navigate relationships, build compromises, and encourage better collaboration. In doing so, you'll not only become a stronger manager--you'll build a much stronger team.

Becoming an Independent Information Professional: How to Freelance, Consult, and Contract for Fun and Profit -

Melissa M. Powell 2017-10-27
Many LIS professionals and LIS students are interested in independent work opportunities, either as a full-time career or on a temporary or part-time basis. This book shares the experiences of successful information professionals who work as

contractors or consultants, providing a complete picture of what to expect and a step-by-step plan to start your independent career. • Helps librarians to determine whether they are suited for the career of being an independent information professional • Presents practical advice on every aspect of launching a successful career as an independent information professional—from legal and financial necessities to marketing and management strategies • Offers experience-based insights into the ethics and values of working independently • Shares candid testimonials from practicing consultants who describe what it's like to be an independent information professional
Business Administration for Clinical Trials: Managing Research, Strategy, Finance, Regulation, and Quality - R. Jennifer Cavalieri 2014-11-19
This guidebook provides research professionals with a deeper understanding of strategic planning, financial management, and regulatory

implementation. This book demonstrates a strategy for managing your portfolio of clinical trials, provides tactics and real-world examples, and helps the reader adapt them to their own research site.

Cultivate - Morag Barrett
2016-01-05

In this informative and accessible book, Morag Barrett shares exceptional knowledge on why a business plan and the newest product mean nothing if you don't have your people aligned to execute the plan.

Leaders rarely fail because of lack of technical ability, but do so because they don't cultivate effective working relationships. The people skills, the so-called "soft skills," are what get the "hard goods" delivered.

Employees may join organizations because of the brand or the benefits, but they invariably choose to leave because of poor relationships. With pragmatic models and examples, Barrett shows us the four relationship behaviors and their dynamics that are at work in companies—and in life.

High-level, smart information

abounds in *Cultivate*, but so, too, does Barrett's generous outlook and philosophy. You will learn to identify Allies, Supporters, Rivals, and Adversaries, and how to turn Adversaries into Supporters and Supporters into Allies.

"Reflect on your talents and strengths. Be proud of them.

When you are having a bad day (and we all do), this is the time to return to these anchors, to remind ourselves that moments of weakness, moments of missed expectations, are just that—moments. Be an Ally to yourself." The relationship lessons you'll learn in *Cultivate* will stay with you long after you've finished the book.

[Project Management for Engineering, Business and Technology](#) - John M. Nicholas
2020-08-02

Project Management for Engineering, Business and Technology is a highly regarded textbook that addresses project management across all industries. First covering the essential background, from origins and philosophy to methodology, the

bulk of the book is dedicated to concepts and techniques for practical application. Coverage includes project initiation and proposals, scope and task definition, scheduling, budgeting, risk analysis, control, project selection and portfolio management, program management, project organization, and all-important "people" aspects—project leadership, team building, conflict resolution, and stress management. The systems development cycle is used as a framework to discuss project management in a variety of situations, making this the go-to book for managing virtually any kind of project, program, or task force. The authors focus on the ultimate purpose of project management—to unify and integrate the interests, resources and work efforts of many stakeholders, as well as the planning, scheduling, and budgeting needed to accomplish overall project goals. This sixth edition features: updates throughout to cover the latest developments in project

management methodologies; a new chapter on project procurement management and contracts; an expansion of case study coverage throughout, including those on the topic of sustainability and climate change, as well as cases and examples from across the globe, including India, Africa, Asia, and Australia; and extensive instructor support materials, including an instructor's manual, PowerPoint slides, answers to chapter review questions and a test bank of questions. Taking a technical yet accessible approach, this book is an ideal resource and reference for all advanced undergraduate and graduate students in project management courses, as well as for practicing project managers across all industry sectors.

Global Literacies - Robert H. Rosen 2000-01-11

Argues that leaders of international corporations need to understand themselves, their employees, their business, and the cultures in which they are working, and offers profiles of

countries and cultures

Brilliant Project

Management ePub eBook -

Stephen Barker 2014-08-01

Whether you are organising an important event or heading up a large team, running a project can be a daunting process.

Spiralling costs and missed deadlines are part of everyday life for many project managers - in fact, more projects fail than succeed! But project management doesn't have to be this way. It is possible to manage projects that consistently meet deadlines and come in within budget.

Brilliant Project Management shows you how. Drawing on over 30 years of experience, you'll discover how to ensure your projects succeed every time. In this new edition Barker & Cole have included a section highlighting valuable sources of information in the challenging world of project management, including their inside track on methods, training and professional associations. It's the ultimate guide to becoming a brilliant project manager. Brilliant

Outcomes Make a success of any project. Deliver on your promises. Save money, time and your sanity!

Peopleware - Tom DeMarco 2013

Most software project problems are sociological, not technological. Peopleware is a book on managing software projects.

Project Management for the Unofficial Project Manager -

Kory Kogon 2015-04-07

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager.

FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project

management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

Beautiful Disaster Signed

Limited Edition - Jamie

McGuire 2012-11-27

Travis Maddox, Eastern University's playboy, makes a bet with good girl Abby that if he loses, he will remain abstinent for a month, but if he wins, Abby must live in his

apartment for the same amount of time.

Project to Product - Mik

Kersten 2018-11-20

As tech giants and startups disrupt every market, those who master large-scale software delivery will define the economic landscape of the 21st century, just as the masters of mass production defined the landscape in the 20th. Unfortunately, business and technology leaders are woefully ill-equipped to solve the problems posed by digital transformation. At the current rate of disruption, half of S&P 500 companies will be replaced in the next ten years. A new approach is needed. In Project to Product, Value Stream Network pioneer and technology business leader Dr. Mik Kersten introduces the Flow Framework—a new way of seeing, measuring, and managing software delivery. The Flow Framework will enable your company's evolution from project-oriented dinosaur to product-centric innovator that thrives in the Age of Software. If you're

driving your organization's transformation at any level, this is the book for you.

Project Hail Mary - Andy Weir
2021-05-04

#1 NEW YORK TIMES

BESTSELLER • From the

author of *The Martian*, a lone astronaut must save the earth from disaster in this

"propulsive" (*Entertainment Weekly*), cinematic thriller full of suspense, humor, and fascinating science—in

development as a major motion picture starring Ryan Gosling.

HUGO AWARD FINALIST •

ONE OF THE YEAR'S BEST

BOOKS: Bill Gates,

GatesNotes, New York Public

Library, Parade, Newsweek, Polygon, Shelf Awareness, She

Reads, Kirkus Reviews, Library

Journal • "An epic story of redemption, discovery and cool speculative sci-fi."—USA Today

"If you loved *The Martian*,

you'll go crazy for Weir's

latest."—The Washington Post

Ryland Grace is the sole

survivor on a desperate, last-

chance mission—and if he fails,

humanity and the earth itself will perish. Except that right

now, he doesn't know that. He can't even remember his own name, let alone the nature of his assignment or how to complete it. All he knows is that he's been asleep for a very, very long time. And he's just been awakened to find himself millions of miles from home, with nothing but two corpses for company. His crewmates dead, his memories fuzzily returning, Ryland realizes that an impossible task now confronts him. Hurtling through space on this tiny ship, it's up to him to puzzle out an impossible scientific mystery—and conquer an extinction-level threat to our species. And with the clock ticking down and the nearest human being light-years away, he's got to do it all alone. Or does he? An irresistible interstellar adventure as only Andy Weir could deliver, *Project Hail Mary* is a tale of discovery, speculation, and survival to rival *The Martian*—while taking us to places it never dreamed of going.

Paper Towns - John Green

2013

Quentin Jacobson has spent a lifetime loving Margo Roth Spiegelman from afar. So when she cracks open a window and climbs into his life - dressed like a ninja and summoning him for an ingenious campaign of revenge - he follows. After their all-nighter ends, Q arrives at school to discover that Margo has disappeared.

A Black Mother Dying - Angela Monique Pie 2018-08-08

A Black Mother Dying is a short masterpiece that gives you a glance into the author's struggle with her fourth pregnancy. Not initially understanding the poor maternal outcomes that currently exist in the United States, the author tells her story from her pre-pregnancy days to her post-partum days and in between. It's an emotional rollercoaster of a mother who is simply trying to live long enough to give her unborn child a chance at life - while fighting the medical providers who are often dismissive and inattentive to the physical and emotional

needs of black women. You get a look at all of the different emotions she experienced that led to her desire to fight for improved maternal outcomes for black women, and all women, after surviving the birth of her last child

Project Management -

Harold Kerzner 2013-01-22

A new edition of the most popular book of project management case studies, expanded to include more than 100 cases plus a "super case" on the Iridium Project Case studies are an important part of project management education and training. This Fourth Edition of Harold Kerzner's Project Management Case Studies features a number of new cases covering value measurement in project management. Also included is the well-received "super case," which covers all aspects of project management and may be used as a capstone for a course. This new edition: Contains 100-plus case studies drawn from real companies to illustrate both successful and poor implementation of project

management Represents a wide range of industries, including medical and pharmaceutical, aerospace, manufacturing, automotive, finance and banking, and telecommunications Covers cutting-edge areas of construction and international project management plus a "super case" on the Iridium Project, covering all aspects of project management Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam Project Management Case Studies, Fourth Edition is a valuable resource for students, as well as practicing engineers and managers, and can be used on its own or with the new Eleventh Edition of Harold Kerzner's landmark reference, Project Management: A Systems Approach to Planning, Scheduling, and Controlling. (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

BIM Handbook - Rafael Sacks
2018-07-03

Discover BIM: A better way to build better buildings Building Information Modeling (BIM) offers a novel approach to design, construction, and facility management in which a digital representation of the building product and process is used to facilitate the exchange and interoperability of information in digital format. BIM is beginning to change the way buildings look, the way they function, and the ways in which they are designed and built. The BIM Handbook, Third Edition provides an in-depth understanding of BIM technologies, the business and organizational issues associated with its implementation, and the profound advantages that effective use of BIM can provide to all members of a project team. Updates to this edition include: Information on the ways in which professionals should use BIM to gain maximum value New topics such as collaborative working, national and major construction clients, BIM standards and guides A

discussion on how various professional roles have expanded through the widespread use and the new avenues of BIM practices and services. A wealth of new case studies that clearly illustrate exactly how BIM is applied in a wide variety of conditions. Painting a colorful and thorough picture of the state of the art in building information modeling, the BIM Handbook, Third Edition guides readers to successful implementations, helping them to avoid needless frustration and costs and take full advantage of this paradigm-shifting approach to construct better buildings that consume fewer materials and require less time, labor, and capital resources.

The LegalTech Book - Sophia Adams Bhatti 2020-06-01
Written by prominent thought leaders in the global fintech and legal space, The LegalTech Book aggregates diverse expertise into a single, informative volume. Key industry developments are explained in detail, and critical insights from cutting-edge

practitioners offer first-hand information and lessons learned. Coverage includes: · The current status of LegalTech, why now is the time for it to boom, the drivers behind it, and how it relates to FinTech, RegTech, InsurTech, WealthTech and PayTech · Applications of AI, machine learning and deep learning in the practice of law; e-discovery and due diligence; AI as a legal predictor · LegalTech making the law accessible to all; online courts, online dispute resolution · The Uberization of the law; hiring and firing through apps · Lawbots; social media meets legal advice · To what extent does LegalTech make lawyers redundant or more efficient? · Cryptocurrencies, distributed ledger technology and the law · The Internet of Things, data privacy, automated contracts · Cybersecurity and data · Technology vs. the law; driverless cars and liability, legal rights of robots, ownership rights over works created by technology · Legislators as innovators ·

Practical LegalTech solutions helping Legal departments in corporations and legal firms alike to get better legal work done at lower cost

Died to Match - Deborah

Donnelly 2008-12-10

You are cordially invited. . . . Don't miss amateur detective Carnegie Kincaid, expert in all things matrimony and murder, in the Hallmark original movie *Wedding Planner Mystery* on Hallmark Movies & Mysteries! IT WAS A WEDDING NO ONE WOULD FORGET . . . Luke Skywalker was juggling martini glasses. Albert Einstein was dirty-dancing with Monica Lewinsky. And Zorro was arguing with Death himself. For wedding planner Carnegie Kincaid, it was just another night on the job: a coed bachelor party thrown by one of Seattle's hippest couples—the bride-to-be a hard-charging Microsoft millionaire, the groom a Seattle Sentinel news editor. But what started as the perfect evening for the young, handsome, and politically correct ended in disaster. One beautiful

bridesmaid was dead, and another had thrown herself into Elliott Bay. Now Carnegie has more than a cutting-edge wedding to save. All around her, secret liaisons are unraveling, dangerous decisions are coming to light, and at least one criminal is lurking. With families to please, dresses to hem, and headlines to grab, Carnegie is discovering the dark side of love and marriage amid high and low Seattle society—and that while some passions may be forever, some are a motive for murder.

The Purpose Driven Life -

Rick Warren 2012-10-23

Discover and fulfill your God-given purpose by joining the more than thirty-five million others who have embarked on a spiritual journey that started with this #1 New York Times bestselling book by Pastor Rick Warren. Before you were born, God knew what your life had in store for you. His hope for you is to discover the life he created just for you--both here on earth, and forever in eternity. Let Rick Warren guide

you as you learn to live out your true purpose. The Purpose Driven Life is more than a book; it's a road map for your spiritual journey. Combining thoughtful verses from Scripture with timely stories and perspectives from Warren's own life, The Purpose Driven Life will help you discover the answer to one of life's most important questions: What on earth am I here for? Throughout The Purpose Driven Life, Warren will teach you to spend time getting to know yourself and your creator in order to live your life to the fullest. Unlocking your true purpose will also reduce your stress, simplify your decisions, increase your satisfaction, and, most importantly, prepare you for eternity. Designed to be read over the course of forty-

two days, The Purpose Driven Life will help you see the big picture, giving you a fresh perspective on the way that the pieces of your life fit together. Every chapter of The Purpose Driven Life provides a daily meditation and practical steps to help you uncover and live out your purpose, starting with exploring three essential questions: The Question of Existence: Why am I alive? The Question of Significance: Does my life matter? The Question of Purpose: What on earth am I here for? Each copy of The Purpose Driven Life also includes thoughtful discussion questions, audio Bible studies that go along with every chapter, and access to a supportive online community, giving you the opportunity to dive even deeper into each life-changing lesson.