

Chapter 4 Project Time Management Heng Sovannarith

Mastering Project Time Management, Cost Control, and Quality Management gives managers powerful insights and tools for addressing the "Triple Constraints" that define virtually every project: time, cost, and quality. This book is part of a new series of seven cutting-edge project management guides for both working practitioners and students. Like all books in this series, it offers deep practical insight into the successful design, management, and control of complex modern projects. Using real case studies and proven applications, expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome. Individually, these books focus on realistic, actionable solutions, not theory. Together, they provide comprehensive guidance for working project managers at all levels, including highly-complex enterprise environments. These books also provide indispensable knowledge for anyone pursuing PMI/PMBOK or PRINCE2 certification, or other accreditation in the field.

The book is organized around basic principles of software project management: planning and estimating, measuring and controlling, leading and communicating, and managing risk. Introduces software development methods, from traditional (hacking, requirements to code, and waterfall) to iterative (incremental build, evolutionary, agile, and spiral). Illustrates and emphasizes tailoring the development process to each project, with a foundation in the fundamentals that are true for all development methods. Topics such as the WBS, estimation, schedule networks, organizing the project team, and performance reporting are integrated, rather than being relegated to appendices. Each chapter in the book includes an appendix that covers the relevant topics from CMMI-DEV-v1.2, IEEE/ISO Standards 12207, IEEE Standard 1058, and the PMI® Body of Knowledge. (PMI is a registered mark of Project Management Institute, Inc.)

This book Basis for Project Management covers proven knowledge and traditional project management practices which are widely used as well as ways to identify and describe all tasks and activities that are acceptable and needed to manage a project. The term acceptable means that the knowledge and practices described in this book are applicable to most projects most of the time. This book provides a basic reference for anyone interested in the profession of project management. This includes, but is not limited to: * Project managers and other project team members. * Managers of project managers. * Project customers and other project stakeholders. * Functional managers with employees assigned to project teams. * Educators teaching project management and related subjects. * Consultants and other specialists in project management and related fields. * Trainers developing project management educational programs.

The ever expanding market need for information on how to apply project management principles and the PMBOK® contents to day-to-day business situations has been met by our case studies book by Harold Kerzner. That book was a spin-off from and ancillary to his best selling text but has gained a life of its own beyond adopters of that textbook. All indications are that the market is hungry for more cases while our own need to expand the content we control, both in-print and online would benefit from such an expansion of project management "case content". The authors propose to produce a book of cases that compliment Kerzner's book. A book that offers cases beyond the general project management areas and into PMI®'s growth areas of program management and organizational project management. The book will be structured to follow the PMBOK in coverage so that it can not only be used to supplement project management courses, but also for self study and training courses for the PMP® Exam. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Assisting organizations in improving their project management processes, the Project Management Maturity Model defines the industry standard for measuring project management maturity. Project Management Maturity Model, Second Edition provides a roadmap showing organizations how to move to higher levels of organizational behavior, improving Each of the cases provides new and unique challenges that have been mastered by the practice of project management. Readers will be able to apply the knowledge learned from this casebook in their work. The cases enable readers to see how and why projects are used in a wide variety of organizational settings in contemporary life. Readers are exposed to both successful and not-so-successful project management practices. The case-study approach encourages reader participation and active learning, and provides the opportunity to learn something of the real world of project management. It is essential in the curricula of project management training for both undergraduate and graduate students, as well as for continuing education, consulting, and in-house company training programs. The cases were chosen for their importance in discussing the fundamentals of project management. Most contain descriptions of actual projects, and each is followed by a series of questions to guide readers' analysis of the article to maximize the learning process.

Note: This pocket book is available in several languages: English, German, French, Spanish, Dutch. This pocket guide is based on the PMBOK® Guide Fifth Edition. It contains a summary of the PMBOK® Guide, to provide a quick introduction as well as a structured overview of this framework for project management. This pocket guide deals with the key issues and themes within project management and the PMBOK® Guide as follows: - Key terms and definitions in the project management profession- A short overview of the activities of PMI Inc., the organization and its standards: PMBOK® Guide, Standard for Project Portfolio Management, Standard for Program Management and other standards.- The essentials of the Project Lifecycle and Organization. - What are the key project management knowledge areas and processes? Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK® Guide framework or a systematic approach for project management. The book is also very useful for members of a project management team in a project environment using the PMBOK® Guide as a shared reference. A complete but concise description of the PMBOK® Guide, for anyone involved in projects or project management, for only 15,95!

This book constitutes the refereed proceedings of the 12th International Conference on Software Process Improvement and Capability Determination, SPICE 2012, held in Palma de Mallorca, Spain, in May 2012. The 21 revised full papers

presented and 14 short papers were carefully reviewed and selected from numerous submissions. The papers are organized in topical sections on organizational process improvement; SPI in small and very small enterprises; process models; SPI in automotive software and security; SPI in medical and safety critical systems; short papers.

Oil and gas projects have special characteristics that need a different technique in project management. The development of any country depends on the development of the energy reserve through investing in oil and gas projects through onshore and offshore exploration, drilling, and increasing facility capacities. Therefore, these projects need a sort of management match with their characteristics, and project management is the main tool to achieving a successful project. Written by a veteran project manager who has specialized in oil and gas projects for years, this book focuses on using practical tools and methods that are widely and successfully used in project management for oil and gas projects. Most engineers study all subjects, but focus on project management in housing projects, administration projects, and commercial buildings or other similar projects. However, oil and gas projects have their own requirements and characteristics in management from the owners, engineering offices, and contractors' side. Not only useful to graduating engineers, new hires, and students, this volume is also an invaluable addition to any veteran project manager's library as a reference or a helpful go-to guide. Also meant to be a refresher for practicing engineers, it covers all of the project management subjects from an industrial point of view specifically for petroleum projects, making it the perfect desktop manual. Not just for project managers and students, this book is helpful to any engineering discipline or staff in sharing or applying the work of a petroleum project and is a must-have for anyone working in this industry.

Discover exciting behind-the-scenes opportunities and challenges in technology today with Schwalbe's unique INFORMATION TECHNOLOGY PROJECT MANAGEMENT, REVISED 7E. This one-of-a-kind book demonstrates the principles distinctive to managing information technology (IT) projects that extend well beyond standard project management requirements. No book offers more up-to-the-minute insights and software tools for IT project management success, including updates that reflect the latest PMBOK Guide, 5th edition, the global standard for managing projects and earning certification. The book weaves today's theory with successful practices for an understandable, integrated presentation that focuses on the concepts, tools, and techniques that are most effective today. INFORMATION TECHNOLOGY PROJECT MANAGEMENT is the only book to apply all ten project management knowledge areas to IT projects. You master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing. Intriguing examples from familiar companies featured in today's news, a new Agile case, opportunities with MindView software, and a new chapter on project stakeholder management further ensure you are equipped to manage information technology projects with success. The REVISED Seventh Edition has updated Appendix A for Microsoft Project 2013. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

An ideal course text that helps students to identify, manage and solve problems that arise during the lifecycle of projects. This problem-based approach encourages students to develop analytical and problem-solving skills and to get a more complete understanding of the factors that contribute to project success.

The Absolute One Stop Project Management book is a new approach to learning project management. The book has been developed to address the issues faced by the broad range of people who deal with the challenges of projects on a regular basis. The purpose of this book is to be a guide to developing project management skills and competencies For The professional, The novice, and organizations or companies. The significant advantages of the book are the approach To The knowledge of project management, The presentation of the material And The structure of the book.

Combine the power of Excel 2007, Microsoft Office SharePoint Server, and sound project management tools to boost your skill set and maximize your productivity. You'll walk through a project and learn how to use these powerful tools to schedule jobs, create budgets, manage processes, and share project information. Whether new to project management or a veteran, you'll discover techniques, hints, and examples you can use immediately.

Pass the Project Management Professional (PMP) credential from the Project Management Institute (PMI). Pass the PMP Exam contains all the information you need to study for and pass the PMP®. In addition to all the information needed to pass the exam, you will also find tips to give insight into how to read and answer questions, and each chapter includes exercises and a multiple-choice quiz to test your understanding of the topics covered. A glossary of key terms is also provided, along with study aids such as mind maps. The author, Sean Whitaker, has managed complex projects in the construction, telecommunications, and IT industries, and shares real-world examples of theory in action from his own career. What you'll learn: Handle integration, scope, time, cost, and quality management Manage risk, procurement, and stakeholder risk Work with human resources, communications, and handle ethics and professional conduct Become eligible for the PMP exam and how to study for it Discover some PMP exam taking tips Handle various PMP exam tasks and puzzle games Who is this book for: Experienced project managers looking to capstone their learning with the PMP certification.

Project Management Handbook aims to help project managers imbibe these skills and deliver. It covers within its ambit project management techniques and practices employed for formulating a project and managing its scope and integration of scope-related parameters. Also organization, time resources, costs, quality, procurement, risks and information system are discussed. Besides this, it includes cases on engineering and construction to enable project managers appreciate the nuances of project management.

A unique learning resource to prepare for the PMP® certification exam Without sufficient practice and preparation for taking the Project Management Institute's (PMI's) PMP® certification exam, you won't be able to actually put your skills into practice in the real world! To help you achieve your goal of passing the exam, this two-part prep book covers all elements of the brand-new Project Management Professional exam. A team of experts presents you with a solid overview of the exam as well as hundreds of questions, detailed answers, and explanations. In addition, each question is accompanied by cross-references, providing you with a thorough preparation foundation for taking the PMP® exam. Features hundreds of short questions-and-answers on some of the most key topics that PMPs should be familiar with before taking the exam Includes more than 800 exam-quality questions with detailed answers and explanations, plus more than 200 fill-in-the-blank, true/false, and short answer questions to help you prepare for the exam Serves as an ideal complement to Sybex's PMP®: Project Management Professional Exam Study Guide, 6th Edition PMP® Practice Makes Perfect prepares you for taking the grueling 200-question, four-hour PMP® exam. (PMBOK, PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

From the author of the best-selling PMP®: Project Management Professional Study Guide comes this challenging collection of practice tests designed to help reinforce your understanding of key exam topics. The complex scenario-based questions will test your ability to synthesize the wide array of information covered within the six PMP performance domains. Use in conjunction with the Sybex Study Guide, or as a supplement to any PMP study program, and approach the exam with confidence. Covers all six performance domains: Project Initiation Project Planning Project Execution Project Control Project Closing Professional Responsibility (PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Every engineer must eventually face their first daunting design project. Scheduling, organization, budgeting, prototyping: all can be overwhelming in the short time given to complete the project. While there are resources available on project management and the design process, many are focused too narrowly on specific topics or areas of engineering. Practical Engineering Design presents a complete

overview of the design project and beyond for any engineering discipline, including sections on how to protect intellectual property rights and suggestions for turning the project into a business. An outgrowth of the editors' broad experience teaching the capstone Engineering Design course, Practical Engineering Design reflects the most pressing and often-repeated questions with a set of guidelines for the entire process. The editors present two sample project reports and presentations in the appendix and refer to them throughout the book, using examples and critiques to demonstrate specific suggestions for improving the quality of writing and presentation. Real-world examples demonstrate how to formulate schedules and budgets, and generous references in each chapter offer direction to more in-depth information. Whether for a co-op assignment or your first project on the job, this is the most comprehensive guide available for deciding where to begin, organizing the team, budgeting time and resources, and, most importantly, completing the project successfully.

This book presents techniques for effective and successful project management across all phases of the project, covering all of the management tools and leadership skills for any industrial project. It presents advanced modern tools for use by management and engineers in decision making, and it covers the gap between project management theories of the actual project. This volume is a "one-stop shop" for project and construction management of industrial projects, for engineers, managers, owners, and anyone else working on the project. Consistent with the PMBOK® Guide - Fourth Edition, the Practice Standard for Project Estimating describes the life cycle stages of project estimating. It details the aspects of resources, durations, and costs, and explains the concept of progressive elaboration--continuously refining and improving a plan as a project evolves.

Learn from Other Projects to Avoid Pitfalls on Your Projects! Projects fail at an alarming rate, whether they are information technology, training, construction, or policy development projects. No matter the focus, each year we experience an abundance of challenged projects that either require super-human effort to resuscitate or die an untimely death. Great Lessons in Project Management is a treasure trove of lessons learned from troubled projects—and from projects that went well. This collection of stories describes the events surrounding a particular challenge a project manager faced or a tool that another used effectively. Project managers of all types of projects can draw on these stories to validate their own good practices and to avoid the pitfalls so many have encountered on their projects.

* * * * * GoLearningBus: A quality product from WAG Mobile Inc !!! * * * * * Focus of GoLearningBus is to make education enjoyable, entertaining, and exciting for everyone. GoLearningBus brings you, simpleNeasy, on-the-go learning eBook for "Introduction to PMP". The eBook provides: 1. Snack sized chapters for easy learning. 2. Bite sized flashcards to memorize key concepts. 3. Simple and easy quizzes for self-assessment. Designed for both students and adults. This eBook provides a quick summary of essential concepts in Introduction to PMP by following snack sized chapters: Introduction to PMP, Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management, Project Stakeholder Management. About GoLearningBus eBooks: 1) A companion eBook for on-the-go, bite-sized learning. 2) Over Three million paying customers from 175+ countries. Why GoLearningBus eBooks: 1) Beautifully simple, Amazingly easy, Massive selection of eBooks. 2) Enjoyable, Entertaining and Exciting eBooks. 3) An incredible value for money. Lifetime of free updates! GoLearningBus Vision : simpleNeasy eBooks for a lifetime of on-the-go learning GoLearningBus Mission : A simpleNeasy GoLearningBus eBook in every hand. Visit us : www.GoLearningBus.com Please write to us at Team@WAGmob.com. We would love to improve this eBook.

The Government Extension to the PMBOK® Guide-Third Edition, extends the baseline information included in the PMBOK® Guide-Third Edition to provide an overview of the key project governance processes used in most public sectors, define key terms, describe atmospheres where government projects operate and review the management life-cycle of government programs. In so doing, the Government Extension outlines the guiding principles for government projects and provides a framework that helps ensure their efficiency, effectiveness and accountability. This updated Government Extension is a must-read for project management practitioners involved with government contracts, as well as anyone who wants a better understanding of the PMBOK® Guide as it applies to the government sector.

The PMP Certification Exam Study Guide facilitates the knowledge and confidence needed to achieve the highly sought after PMP credential. Covering the nine knowledge areas and 42 processes covered in the actual examination, it contains more than 500 questions, memorization games, study tips, equations, and a glossary. The book is filled with flowch

Have you ever thought: I wish I had more time? Has your personal productivity suffered due to improper management of your daily activities? There are so many distractions in today's world of business technology that few people manage their time effectively. The Power of Effective Time Management will give you the strategies to free up your time for the things that really matter the most.

There are two unique features of this book that distinguish it from other books in the area of project management: 1. It is a product of partnership with PMI 2. The book contains over 100 figures. It is a unique technique of utilizing graphical approach to studying project management methodology and passing CAPM and/or PMP exam(s).

There are close to 290,000 PMPs worldwide and PMI membership increased more than 10 percent from 2007 to 2008 PMI's CAPM and PMP certifications are not specific to any industry; all areas of business are adapting the certification as a guide to more profitable projects: manufacturing, business-to-business, government, and service industries

While the project management body of knowledge is embraced by disciplines ranging from manufacturing and business to social services and healthcare, the application of efficient project management is of particularly high value in science, technology, and engineering undertakings. STEP Project Management: Guide for Science, Technology, and Engineering Projects presents an integrated, step-by-step approach to managing projects in these complex areas, using the time-tested concepts, tools, and techniques of the Project Management Body of Knowledge (PMBOK®). STEP is an acronym for Science, Technology, and Engineering Projects, and also serves as a mnemonic reference to the step-by-step approach of the book. This volume takes an approach that combines managerial, organizational, and quantitative techniques into a logical sequence of project implementation steps. The book begins by exploring the special methodology imperative for managing these types of sophisticated projects. It then delineates the major steps involved in project integration. The author discusses the management of scope, time, cost, quality, human resources, communications, risk, and procurement. Then, using a compelling case study that profiles the errors leading to the 1986 Challenger disaster, the book examines how flaws in decision-making, failure to consider all factors, lack of communication, and inappropriate priorities can lead to catastrophe. In today's fast-changing IT-based, competitive global market, success can be even more elusive and hard won. Effective project management in all facets of operations can give an enterprise the advantage it seeks. In this book, the author's direct writing style, designed to appeal to busy professionals, conveys the complex concepts of high-stakes project management in a simple, efficient manner. He provides a general framework that shows what needs to be done to manage complex projects, using steps that are flexible, expandable, and modifiable.

Why you need this PMP guide: • Coverage of the 100% of the exam content • Lots of figures and tables for faster preparation • ITTO-made-easy with diagrams and built-in text • Simple explanations for difficult concepts • Synopsis and formulas section ... for reference before the PMP exam • Easy-to-follow layout • 400+ sample questions with detailed explanations • Full-length practice

exam • Tips for practical project management • How-to for Microsoft Project (MPP) application This book is a must-have for those preparing for PMP certification. It is different than existing books because we believe that PMP preparation can be quick and efficient. We have read the existing books and taken the PMP exam and we have found that most books contain unnecessary content. • Reduce your preparation time: There are several books in the market that have pages of painful and irrelevant text that would just be a waste of your time. This book has text that is concise and relevant for the exam. • Figures and tables: There are 200+ figures and tables in the book. When text is needed to explain the figure, the text is embedded into the figure, rather than forcing you to read long paragraphs and pages of commentary to find relevant material. • Personalized, conversational style: When possible, we use conversational style to make for easier reading. • Active learning: We believe that learning is best when the reader is involved (instead of doing a show and tell). Wherever applicable (e.g. for schedule, cost, quality, risk, procurement), there are workbook-style exercises. • Examples: You will find lots of examples followed by its underlying concept or generalized step-by-step procedure. This sequence makes it easier to understand concepts. REVIEW FROM CONTACT 1: I have studied various PMP guides and tutorials in the market. But this book is different, stands out and would be the best companion guide to the PMBOK. Difficult concepts are presented in a style that is easy to follow. The content is concise and supported by illustrative figures and tables. This will save you from wasting your time on irrelevant or copious content. In my opinion, this is the ONLY book you will need to pass the PMP exam. Other printed books and online sites have questions that are easier than the PMP exam and some wrong and answers and explanations. The 400+ questions are at the same level of rigor as you will find in the PMP exam. I wish I had this guide when I prepared for the PMP exam. - Andrew Anderson, PMP, Los Angeles, CA

The development of IS 15883: Part 2 (2009), Construction Time Management Guidelines is an important milestone in formally recognizing the threshold framework for the construction industry. This initiative of Bureau of Indian Standards (BIS) provides for a national framework for time management which specifically focuses on unique aspects of Indian construction industry. This handbook supplements the BIS framework enshrined in IS 15883: Part 2, and thereby facilitating capacity building for widespread application of the Guidelines. The chapters of handbook follow the stages of a typical project life cycle of a construction project, flowing seamlessly from project inception through to project closure. In addition, latest trends in the construction sector in terms of tools, techniques, and software have also been elaborated. It is implied that time management operates in conjunction with other interdependent processes of project management, and might need multi-dimensional decision making. To that extent this handbook does elaborate the relevant interface that maybe critical for comprehensive project management approach. As a primary expectation, the handbook would serve as a supplementary textbook for students of architecture, and civil engineering who are pursuing subjects in construction management. It is also an effortless reference for new entrants to the field of project management, and other management professionals as well who seek a quick reference to the tools and techniques of time management illustrated through examples in easy language.

Many of the project management methods and techniques of the past are still being used today, even though the technology, management and environment have changed. Information Technology Project Management explores the need to employ a modern project management approach to reflect today's environment. Focusing on IT projects, Lientz provides a comprehensive examination of the project management process, from the initiation of the project through to the planning, design, execution and closing. Key Features: • Detailed coverage of PMBoK and PRINCE2 methodologies • Explores the practical aspects of project management • Extensive case studies from a variety of industries • Checklists and scorecards to measure all aspects of the project management process • Coverage of HRM and other 'soft' elements of project management • Guidelines on preventing project problems and failure Based on the authors own extensive industry and teaching practice, Information Technology Project Management is an essential resource for undergraduate, postgraduate and MBA students studying project management. Earlier editions of this work were published as Breakthrough Technology Project Management.

This unique book is for two audiences! Read one way it is for educators; flip it over and read the other way it is for project managers! Project based learning (PBL), a set of engaging and powerful learning methods organized around motivating projects, is one of the most popular ways to bring the skills used by project management into students' educational experience, giving them amazing opportunities to develop the essential 21st century competencies they need. In Project Management for Education: The Bridge to 21st Century Learning, authors Bernie Trilling and Walter Ginevri provide a "two-in-one" guide for educators and project management professionals, demonstrating how the two fields can work together. By teaming up to enrich the experience of students, both educators and project management professionals can continue to develop their own skills and better meet the challenges they face in our ever-changing world.

The Ultimate Guide serves as a Crash Course for Beginners to clear Project Management Professional Exam! This ebook will help you learn effectively manage a project. It details different models of project management. This step by step guide is both easy to read and comprehend. Here is what you will learn Table Of Content Chapter 1: Introduction Chapter 2: Intiation Phase Chapter 3: Project Integration Management Chapter 4: Project Scope Management Chapter 5: Project Time Management 1. Create WBS 2. Planning Schedule Management 3. Defining Activities 4. Sequence Activities 5. Estimating Activity Resources 6. Estimating Activity Durations 7. Develop Schedule 8. Control Schedule Chapter 6: Project Planning 1. Cost Management 2. Estimating the Project Cost 3. Determining project budget 4. Plan Quality Management 5. HR Management 6. Project Communication Management Chapter 7: Project Stakeholder Management 1. When Stakeholder Analysis need to be done 2. Stakeholders Categorization 3. Process for Stakeholder Analysis 4. Important questions to ask for stakeholder Analysis 5. Tips to manage your Stakeholders Chapter 8: Project Risk Management 1. Risk Management 2. Project Procurement Management 3. Manage Stakeholder Engagement Chapter 9: Execution Phase in Project Management 1. Direct and Manage Project Execution 2. Performing Quality Assurance 3. Acquiring Project Team 4. Develop Project Team 5. Manage project team 6. Manage Communications 7. Conduct Procurements 8. Manage Stakeholder Engagement Chapter 10: Monitoring, Controlling, and Closing Project 1. Monitor and Control Project Work 2. Perform Integrated Change Control 3. Validate Scope 4. Control Scope 5. Control Schedule 6. Control Cost 7. Control Quality Chapter 11: Types of Project Methodology Chapter 12: PMP Professional Responsibility

