

Kim Heldman Pmp 5th Edition

An all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam, this kit provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; hundreds of flash cards to help with memorization of key points; a laminated quick reference guide; a six-month online subscription to the PMP course in InSite (the top PMP e-learning site); and five audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence.

This fully integrated study resource is completely updated for the PMBOK, Sixth Edition. This highly effective self-study guide contains all of the information you need to prepare for the latest version of the challenging Project Management Professional exam. Electronic content includes the Total Tester customizable exam engine, worksheets, reference PDFs, and more than an hour of video training from the author. Fully updated for the Sixth Edition of the PMI Project Management Body of Knowledge (PMBOK® Guide), *PMP Project Management Professional Study Guide, Fifth Edition* contains more than 900 accurate practice exam questions. Each chapter includes a list of objectives covered, a chapter review, key terms, a two-minute drill, and a self-test with detailed explanations for both the correct and incorrect answer choices.

- Offers 100% coverage of all official objectives for the PMP exam
- Downloadable full-color, memory card for studying anywhere
- Written by a project management consultant and bestselling author

The importance of computer software to the modern business world is undeniable. Organizations across all industries and geographies are dependent on data processing and electronic communication, and on the software that drives these capabilities. The management of software development projects, just as the management of any other projects, is faced with the need for increased efficiencies, with results expected more quickly, at lower cost, and with higher quality. For decades, the project management approaches contained within *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* have formed the foundation for projects across the range of human endeavor. However, some software project managers reported experiencing challenges when seeking to translate the established approaches of the PMBOK® Guide with adaptive approaches such as agile that are more commonly used in software development. Now for the first time, the *Software Extension to PMBOK® Guide Fifth Edition* brings these two worlds together. This groundbreaking work was developed jointly by PMI with the IEEE Computer Society, the world's premier organization of computing professionals, and draws upon the wisdom of programmers, IT professionals and working project managers from around the globe. Designed to be used in tandem with the latest edition of the PMBOK® Guide, this comprehensive volume closely follows the PMBOK® Guide's approach to style, structure and naming, while providing readers a balanced view of methods, tools, and techniques for managing software projects across the life cycle continuum from highly predictive life cycles to highly adaptive life cycles. *Software Extension To the PMBOK® Guide Fifth Edition* provides readers with knowledge and practices that will not only improve their efficiency and effectiveness but that of their management teams and project members as well.

This book is a concise, yet comprehensive study aid for the upcoming Project Management Professional (PMP) certification administered by PMI. This book is useful for those new to program management, as well as individuals with years of experience. The primary purpose of the book is to help the reader pass the PMP exam, but it also serves as a good reference after the exam. The book covers the Project Management Process and Procedures outlined in the Project Management Body of Knowledge, 4th Edition. Readers will benefit from the detailed discussion of the wide-range of PMP topics, concepts, and key terms and will present the material in a logical manner: each section builds upon previous sections and a chapter on previous chapters.

- What Is a Project?
- Creating the Project Charter.
- Developing the Project Scope Statement.
- Creating the Project Schedule.
- Developing the Project Budget.
- Risk Planning.
- Planning Project Resources.
- Developing the Project Team.
- Conducting Procurements and Sharing Information.
- Measuring and Controlling Project Performance.
- Controlling Work Results.
- Applying Professional Responsibility.

Bring It All Together with Focused, Expert Review for the PMP® Exam Exclusive to our Platinum Package, *PMP® Review Guide, Third Edition* from Sybex offers a powerful complement to the Wiley Platinum PMP® Exam Review Course. Created and approved by leaders in the field of project management, the components in our Platinum Package work in tandem to provide you with the knowledge you need to get you ready for test day. Platinum Package includes: 35 PDUs from a PMI Registered Education Provider (R.E.P.) 12+ Hours of lecture videos presented by Cynthia Snyder Stackpole Two full 200+ question mock exams Online test bank with 400+ PMP® practice questions Partner Until You Pass Guarantee All of our core study materials, including online flash cards Material that aligns with the PMP® Exam format, scoring requirements and exam limits Organized by objective to help you find what you need and skip what you know, this Review Guide has been fully updated to align with *A Guide to the Project Management Body of Knowledge, Fifth Edition (PMBOK® Guide)*, administered by the Project Management Institute.

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.

PMP Exam: Practice Test and Study Guide, Ninth Edition uses self-study to help readers increase their chances of passing the PMP certification exam the first time. This spiral-bound edition includes 40 multiple-choice practice questions in each of the ten knowledge areas and in the professional and social responsibilities domain. It prese

Use this study guide to prepare for the Project Management Professional (PMP) exam administered by the Project Management Institute (PMI). The revised third edition of the best-selling PMP in Depth, updated to the sixth edition of PMBOK, has a laser-sharp focus on the exam objectives for project managers and others who want to pass the PMP exam. No prior knowledge of project management is assumed. The chapters and the sections within each chapter are presented in a logical learning sequence. The concepts and topics, both simple and complex, are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the PMP exam, even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise, yet comprehensive fashion. Unlike most PMP exam books, PMP in Depth covers the material in the order in which projects are actually run in the real world. The book is an easy-to-understand guide that is valuable both before and after the exam. What You'll Learn Understand the body of knowledge required to earn the Project Management Professional (PMP) certification Acquire the knowledge needed to enter the field of project management and successfully manage projects in any field Who This Book Is For Project management practitioners preparing for the PMP exam, entry-level project managers and project team members preparing for the PMP exam, beginners who want to join the field of project management and get up to speed quickly, project managers who need a quick and easy reference to the discipline of project management, and instructors and trainers who want a textbook for the PMP exam or a course on project management

If you want to be a successful project manager, you need to become a person of influence. Without influence, there can be no success as a project manager. And, although all key success criteria point to the importance of developing soft skills as a project manager, few books exist about how to develop the power of influence for achieving better project and business results. Filling this need, *The Influential Project Manager: Winning Over Team Members and Stakeholders* supplies detailed guidance on how to improve your influence skills to achieve better business results. It explains how to set and meet ambitious goals for you, your team, and your stakeholders. The book describes how to listen actively to influence others and details how you can build partnerships that can pay dividends for a lifetime. Each chapter highlights real-world scenarios about a particular subject linked to the influencing skill being covered. Each chapter also includes practical forms, templates, helpful tips, and best practices to help you develop and refine your skills of influence. Details the ten keys to influencing others to support you and your ideas Outlines techniques for improving your listening skills Includes a trust assessment for determining your level of influence and if others see you as trustworthy Demonstrates how to build a network of informal alliances to achieve success Supplying you with the vision of influence from an experienced project manager's perspective, this book will help you procure the informal power required to become a successful influencer. After reading the text and performing the trust assessment, you will gain the understanding required to lead project members down the path to project success.

The much-anticipated update to the highly acclaimed PMP study guide! The Project Management Professional (PMP) certification is the most desired skill in today's IT marketplace and candidates are required to have thousands of hours of PM experience even before taking the PMP exam. This fifth edition is completely updated for the newest exam and is the most comprehensive review guide on the shelf. You'll benefit from the detailed discussions on a wide range of PMP topics, concepts, and key terms—all of which cover the Project Management Process and Procedures. A comprehensive study guide for the PMP certification exam that can also be used as a reference after the exam Each chapter covers a list of objectives, followed by in-depth discussions of those objectives Includes hands-on, real-world scenarios to prepare you for the many situations you may face on the job Companion CD-ROM features a test engine of practice questions, electronic flashcards, and two hours of audio Essential reading both before and after the PMP exam, this study guide is also aimed at anyone studying for the new Certified Associate in Project Management (CAPM) program. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Don't Let the Real Test Be Your First Test! Take the 2018 version of the challenging CAPM exam with confidence using this highly effective, exam-focused study resource. CAPM® Certified Associate in Project Management Practice Exams contains more than 1000 practice questions and is fully aligned with the Project Management Body of Knowledge® Guide, Sixth Edition. All questions simulate those on the live test in content, style, tone, and difficulty. To facilitate retention, every question is accompanied by in-depth explanations for both correct and incorrect answers. Covers all 58 learning objectives for the CAPM exam, including: • Project integration management • Project scope management • Project schedule management • Project cost management • Project quality management • Project resource management • Project communications management • Project risk management • Project procurement management • Project stakeholder management Digital content includes: • Test engine that provides full-length practice exams or customized quizzes by chapter or by exam domain • 600 practice exam questions

Master all five PMP domains and boost your confidence for exam day PMP: Project Management Professional Practice Tests provides candidates with an ideal study aid for PMP exam preparation. Fully aligned with the A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition, this book provides practice questions covering all five performance domains. Five unique 160- question chapter tests, as well as one practice exam cover Initiating; Planning; Executing; Monitoring and Controlling; and Closing to help you pinpoint weak areas while there is still time to review. An additional 200-question practice test provides a bonus exam--1000 questions in all--, and a year of FREE access to the Sybex interactive online learning environment puts a test bank, practice questions, and more at your disposal. The PMP exam is a challenging four-hour, 200-question validation of your project management knowledge. Mimicking exam conditions is one of the best ways to prepare, and this book is designed to test your knowledge, focus, and mental endurance to get you fully prepared for the big day. Test your project management knowledge with 1,000 challenging questions Prepare using up-to-date material that accurately reflect the current exam Access digital study tools including electronic flashcards and additional practice questions In today's IT marketplace, qualified project managers are heavily in demand as employers increasingly require those who are capable of managing larger and more complex projects. The PMP certification shows that you know, understand, and can practice PMBOK guidelines to a rigorous level, and is considered the premier project management qualification out there—so when exam day arrives, complete preparation becomes critical to your success. PMP: Project Management Professional Practice Tests help you gauge your progress, preview exam day, and focus your study time so you can conquer the exam with confidence. To register for access to the online test banks included with the purchase of this book, please visit: www.wiley.com/go/sybextestprep.

The 5th Edition of Jack Marchewka's Information Technology Project Management focuses on how to create measurable organizational value (MOV) through IT projects. The author uses the concept of MOV, combined with his own research, to create a solid foundation for making decisions throughout the project's lifecycle. The book's integration of project management and IT concepts provides students with the tools and techniques they need to develop in this field.

Successful project management requires organization, skill, and a systematic approach to ensure that projects are delivered on time, and on

budget. *Idiot's Guides: Project Management, 6th Edition* is updated to reflect all of the latest project management methodologies for anyone who is looking to avoid the chaos that can ensue if project leaders don't possess the necessary understanding of the right principles and practices. Readers of this new edition will benefit newly added sample PMP prep exam questions at the end of each chapter, as well as newly organized, updated content that aligns with the knowledge areas as the PMI (Project Management Institute) defines them. The book covers the 5th Edition of the PMBOK (Project Management Body of Knowledge).

Recognizing the importance of portfolio management, the Project Management Institute (PMI®) has launched a new certification entitled the Portfolio Management Professional (PfMP®). *PfMP® Exam Practice Tests and Study Guide* is the most comprehensive resource available to help you prepare for and pass the PfMP® certification exam. It provides coverage that is current with *The Standard for Portfolio Management, Third Edition* and the PfMP® Examination Content Outline (ECO), 2013. The book consists of five sections, each of which corresponds to one of the five domains described in the ECO. Each section includes study hints, a list of major topics that may be encountered on the exam, and 20 multiple-choice practice questions that illustrate the applicable task from the ECO. Each section also includes an answer sheet and answer key with the rationale for each correct answer and references to the Standard. Supporting references are also listed at the end of the book for each of the domains covered on the exam. Written by Dr. Ginger Levin, co-author of best-selling PMP® and PgMP® study guides, the book includes two complete practice tests, each consisting of 170 questions that follow the blueprint of the actual PfMP® exam as described in the ECO. For example— 25 percent of the questions relate to Strategic Alignment 20 percent relate to Governance 25 percent relate to Portfolio Performance 15 percent relate to Portfolio Risk Management 15 percent relate to Communications Management The two accompanying online tests feature a proprietary scoring algorithm to help you determine if you are Proficient, Moderately Proficient, or Below Proficient in each domain. Earning the PfMP® certification is a prestigious accomplishment. By studying this book and using the practice exams provided, you will significantly improve your chances of passing the exam, the first time around.

The #1 book for the leading HR certifications, aligned with the updated HRBoK™ PHR and SPHR certifications, offered by Human Resources Certification Institute (HRCI), have become the industry standard for determining competence in the field of human resources. Developed by working professionals, the PHR and SPHR credentials demonstrate that recipients are fully competent HR practitioners based on a standard set by workforce peers. Offering insights into those areas of knowledge and practices specific and necessary to human resource management (HRM), this study guide covers tasks, processes, and strategies as detailed in the updated *A Guide to the Human Resource Body of Knowledge™ (HRBoK™)*. The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams. PHR/SPHR Professional in Human Resources Certification Study Guide, Fifth Edition, is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience, as well as for a relative newcomer to the HR field looking to strengthen their resume. In this edition of the top-selling PHR/SPHR study guide, you'll find a practical review of all topics covered on the exams, as well as study tools designed to reinforce understanding of key functional areas. Strengthen the skills you learn with a year of FREE access to the Sybex online learning environment, complete with flash cards and practice quizzes to prepare you for exam day. • Business Management and Strategy • Workforce Planning and Employment • Compensation and Benefits • Human Resource Development and more If you're preparing for these challenging exams, this is the trusted study guide that'll help you perform your best. *PMBOK® Guide* is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, *The Standard for Project Management* enumerates 12 principles of project management and the *PMBOK® Guide* &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the *PMBOK® Guide*: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with *PMI Standards+™* for information and standards application content based on project type, development approach, and industry sector.

Trying to remember a bunch of details and tasks isn't the best use of your brainpower. By collecting all of your tasks in one place, you can reserve your mental energy for work that drives significant results, both in your professional life and your personal life. To start, productivity expert Maura Thomas takes us through an exercise called "brain dumping," which will clear your mind of all the things you're trying to remember you have to do—all the things that are distracting you or keeping you up at night. She then shows us the right way to use a calendar, the tools you'll need to succeed, and a better way of categorizing your tasks in order to identify the best use of your time and inspire you to take action. This is not another book on time management; this is a book on how to take back control of your busy life. Not only will you be focusing on the things that truly matter, but you'll also experience boosts in your mood and mindset—you'll feel more in control and less overwhelmed; you'll feel a greater sense of accomplishment now that you're focusing on what's truly important to you.

If it's essential to project management... it's in here! The first edition of *The Project Management Answer Book* addressed all the key principles of project management that every project manager needs to know. With a new chapter on scrum agile, updates throughout, and many new PMP® test tips, this new edition builds on that solid foundation. The structure of this update maps closely to the *PMBOK® Guide, Fifth Edition*, and is designed to assist anyone studying for the PMP® and other certification exams. Helpful sections cover: • Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources • The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams • Quick study sheet for the processes covered on the PMP® exam • Key changes in *PMBOK® Guide, Fifth Edition*, for readers familiar with earlier versions who want "the skinny" on the new version. PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For experienced managers looking for new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource.

Whether you're a current project manager seeking to validate the skills and knowledge acquired through years of practical experience or a newcomer to the PM field looking to strengthen your resume, the PMP® certification from the Project Management Institute (PMI®) provides you with the means to do so. This updated edition of the best-selling *PMP®: Project Management Professional Study Guide* was developed to help you prepare for this challenging exam, and includes additional study tools designed to reinforce understanding of critical subject areas. Key Topics Include: Project Initiation. Determining project goals, identifying constraints and assumptions, defining strategies, producing documentation. Project Planning. Refining a project, creating a WBS, developing a resource management plan, establishing controls, obtaining approval. Project Execution. Committing and implementing resources, managing and communicating progress, implementing quality assurance procedures. Project Control. Measuring Performance, taking corrective action, ensuring compliance, reassessing control plans, responding to risk event triggers. Project Closing. Documenting lessons learned, facilitating closure, preserving records and tools, releasing resources. Professional Responsibility. Ensuring integrity, contributing to knowledge base, balancing stakeholder interests, respecting differences. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential

companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management, leadership, strategic and business management, and more. The PMBOK® Guide is the primary reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects with multiple demands. This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK® Guide to real-world application, allow PMI to do the work for you: A Project Manager's Book of Forms provides the PMBOK®-aligned forms you need to quickly and easily implement project management concepts and practices.

The ultimate PMP® exam prep guide, updated for the 2015 exam PMP® Study Guide, 8th Edition is a complete resource for PMP® exam preparation, featuring full coverage of all exam objectives, hands-on practice, and plenty of interactive tools. Fully updated to reflect the Project Management Institute's latest changes to the exam, this new edition includes the revised best practices in alignment with PMBOK® 5th edition. You'll find detailed discussion on a wide range of project management topics, concepts, and key terms, alongside frequent opportunities to gain hands-on practice using these skills in typical workplace scenarios. Each chapter includes comprehensive review questions to help you gauge your understanding, and you also gain access to the Sybex interactive online learning environment that features electronic flash cards, chapter tests, practice exams, and more. The IT marketplace demands certified project management professionals, and the PMP® certification was created specifically to address that demand. Now considered the premier project management credential, the PMP requires candidates to undergo a grueling four-hour exam. This book gives you everything you need to improve your skills and take the exam with confidence. Get hands-on practice in real-world scenarios Relate each objective to your current project Test your understanding with practice tests and more The PMP® Study Guide is your ultimate preparation resource for passing the PMP®. (PMI, PMBOK, CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Prepare for PMP certification exam success with this fully updated and comprehensive study guide This study guide serves as a comprehensive resource for those who plan on taking the Project Management Professional (PMP) certification exam administered by PMI. The book helps you prepare for the exam, and it will continue to serve project managers as an on-the-job reference book. The PMP Project Management Professional Exam Study Guide, Tenth Edition is fully updated to include recent changes to the exam. New content covers the integral role that Agile and other iterative practices have in project management. Updates also address the pivotal responsibilities of the project manager and the skill sets required for this position. The study guide was written to reflect the Project Management Process and Procedures found in the revised A Guide to the Project Management Body of Knowledge -- PMBOK® Guide, 6th Edition. Well-known author and expert Kim Heldman, PMP, helps to prepare you for the exam with in-depth coverage of topics, concepts, and key terms. Learn more about the three main domain areas of people, process, and business environment, plus the predictive, agile, and hybrid approaches to project management. This guide is an effective learning aid that will take your understanding to the next level. Provides comprehensive material, covering the complete exam outline Lists chapter objectives and offers detailed discussions of these objectives Reflects differences in project management environments and approaches Effectively presents real world scenarios, project application sidebars, and chapter review questions You'll also connect to a beneficial, on-the-go resource: an interactive online learning environment and test bank. This environment includes an assessment test, chapter tests, practice exams, electronic flashcards, and a glossary of key terms. A thorough review is the best prep for a challenging certification exam. So, get ready with this essential PMP study guide.

A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. • The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors • Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry • Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing

With greater organizational complexities looming on the horizon, PMI has introduced Navigating Complexity: A Practice Guide. The definitive guide expands upon the principles, tools, and techniques presented in the PMBOK® Guide and other foundational standards, providing a streamlined approach to understanding and navigating complexity. This groundbreaking guide fills a void, providing the first published reference to help project management professionals successfully mitigate complexities and accomplish their organizational goals.

Provides focused, concise review of PMP updated 2015 Exam objectives and compliments the PMP Project Management Professional Exam Study Guide, 8th Edition and the PMP Project Management Professional Exam Deluxe Study Guide, 2nd Edition. Includes interactive online learning environment and study tools with: + 2 practice tests + Over 175 electronic flashcards + Searchable key term glossary Interactive learning environment Take your exam prep to the next level with Sybex's superior interactive online study tools. To access our learning environment, simply visit <http://sybextestbanks.wiley.com>, type in your unique PIN, and instantly gain access to: Interactive test bank with 2 practice exams More than 175 Electronic Flashcards to reinforce learning and last-minute prep before the exam Comprehensive glossary in PDF format gives you instant access to the key terms so you are fully prepared Focused, expert review for the PMP updated 2015 exam PMP: Project Management Professional Exam Review Guide, 3rd Edition, delivers targeted review of key concepts for the PMP updated 2015 exam. Organized by objective to help you find what you need and skip what you know, this new third edition has been fully updated to reflect the latest changes to the exam. This invaluable study aid aligns with A Guide to the Project Management Body of Knowledge, 5th Edition (PMBOK® Guide), administered by the Project Management Institute, and works hand-in-hand with the Sybex PMP: Project Management Professional Exam Study Guide, 8th Edition, and the PMP Project Management Professional Exam Deluxe

Study Guide, 2nd Edition so you can be confident on exam day. Coverage of 100% of all exam objectives in this Study Guide means you'll be ready for Initiating the Project Planning the Project Executing the Project Monitoring and Controlling the Project Closing the Project

Project management for aspiring managers and professional, includes interviews, reviews of productivity apps and a better insight from people working on project management in the daily routine.

The PMP Study Guide is a comprehensive study aid for the upcoming Project Management Professional (PMP) certification administered by PMI. The book is designed to prepare readers for the PMP exam, as well as serve as a good reference for acting project managers. The book will cover the Project Management Process and Procedures outlined in A Guide to the Project Management Body of Knowledge. 5th Edition. Readers will benefit from the detailed discussion of the wide-range of project management and exam topics, concepts, and key terms, and will present the material in a logical manner: each section builds upon previous sections and a chapter on previous chapters. The book will cover the exam outline 100%. Each chapter will include a list of topics covered in that chapter, following by in-depth discussion of those objectives, complete with hands-on Real World Scenarios and How This Applies to Your Current Project sidebars. The chapter will conclude with an Exam Essentials section and comprehensive review questions. The companion study tools include leading-edge exam prep software with test engine of practice questions and electronic flashcards. In addition, there will be over 2 hours of additional audio. Bonus Content: The book also prepares those studying for the new Certified Associate in Project Management (CAPM) program offered by PMI by including two bonus CAPM exams. Project management is becoming less about managing tools and processes and more about delivering through people. This is the only book on Neurolinguistic Programming written specifically for project managers. It will equip them to communicate across cultures, resolve conflicts, motivate teams and become better leaders.

The bestselling Project+ preparation guide, updated for the latest exam The CompTIA Project+ Study Guide, Second Edition is your comprehensive resource for taking Exam PK0-004. With 100% coverage of all exam objectives, bolstered by real-world scenarios and the Sybex interactive learning environment, this book gives you everything you need to approach the exam with confidence. Detailed explanations and superior study tools cover and reinforce setup, initiation, planning, execution, delivery, change, control, communication, and closure, and the author Kim Heldman's twenty-five years of project management experience provide deep insight into real-world applications. Study tools include access to two bonus practice exams, allowing you to focus on areas you need further review, and electronic flashcards provide last minute review on key concepts. The Project+ exam is a first step into the complex world of project management, and serves as a springboard to the Project Management Institute's (PMI) PMP certification. This study guide helps you build the knowledge you need to be confident on exam day. Review 100 percent of the Project+ exam objectives Understand the real-world applications of each concept Gain expert insight drawn from real-world experience Access online practice exams, electronic flashcards, and more Every industry needs people who know how to deliver successful project outcomes. The Project+ exam parallels the PMI's A Guide to Project Management Body of Knowledge (PMBOK® Guide), so this smart study guide gives you a solid foundation for additional project management training and certification. The CompTIA Project+ Study Guide, Second Edition combines industry-leading expertise with Sybex resources to help you successfully begin your project management journey.

What will you learn from this book? Head First PMP teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. This updated fourth edition takes you beyond specific questions and answers with a unique visual format that helps you grasp the big picture of project management. By putting PMP concepts into context, you'll be able to understand, remember, and apply them—not just on the exam, but on the job. No wonder so many people have used Head First PMP as their sole source for passing the PMP exam. This book will help you: Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK® Guide, Sixth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining Why does this book look so different? Based on the latest research in cognitive science and learning theory, Head First PMP uses a visually rich format to engage your mind, rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multi-sensory learning experience is designed for the way your brain really works.

Handbook to aid candidates in preparation for the Certified Associate in Project Management (CAPM) exam.

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