Making Things Happen Mastering Project Management

When Fortune Magazine estimated that 70% of all strategies fail, it also noted that most of these strategies were basically sound, but could not be executed. The central premise of Strategic Project Management Made Simple is that most projects and strategies never get off the ground because of adhoc, haphazard, and obsolete methods used to turn their ideas into coherent and actionable plans. Strategic Project Management Made Simple is the first book to couple a step-by-step process with an interactive thinking tool that takes a strategic approach to designing projects and action initiatives. Strategic Project Management Made Simple builds a solid platform upon four critical questions that are vital for teams to intelligently answer in order to create their own strong, strategic foundation. These questions are: 1. What are we trying to accomplish and why? 2. How will we measure success? 3. What other conditions must exist? 4. How do we get there? This fresh approach begins with clearly understanding the what and why of a project - comprehending the bigger picture goals that are often given only lip service or cursory reviews. The second and third questions clarify success measures and identify the risky assumptions that can later cause pain if not spotted early. The how questions - what are the activities, budgets, and schedules - comes last in our four-question system. By contrast, most project approaches prematurely concentrate on the how without first adequately addressing the three other

questions. These four questions guide readers into fleshing out a simple, yet sophisticated, mental workbench called "the Logical Framework" - a Systems Thinking paradigm that lays out one's own project strategy in an easily accessible, interactive 4x4 matrix. The inclusion of memorable features and concepts (four critical questions, LogFrame matrix, If-then thinking, and Implementation Equation) make this book unique.

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!

A practical nine-step productivity guide for turning your dreamsinto realities When you think of project management, you probably think ofbusiness projects and boring

meetings. But every project, personaland professional, needs to be properly managed if you expect toturn what you can dream up into a reality you can live. We all havedreams we're passionate about—getting ahead at work, startinga business, or even learning to play an instrument—but it'sdifficult to live your dreams without a framework for getting fromvision to achievement. Dream It, Do It, Live It offerspractical, understandable, and doable guidance on achieving anygoal in nine easy steps. With case studies of real people whoachieved their own dreams, this easy-to-read illustrated guide willhelp you focus on the dream you want to make real and theconstructive and meaningful steps you can take to today to makethat dream happen. A short, easy-to-read guide full of practical advice and simplesteps for getting started on the path to your ultimate goals Includes an easy-to-follow nine-step system that helps youreach any goal, professional or personal Ideal for professionals who want to get ahead, entrepreneurswho want to start their own business, hobbyists, and anyone whowants to turn the intangible into the tangible No matter where you want to go in life, there's always a way toget there. Dream It, Do It, Live It gives you the practical,real-world advice you need to set out on the road to your ultimatesuccess.

From singer-songwriter Josh Ritter, a lyrical, sweeping novel about a young boy's coming-of-age during the last days of the lumberjacks. In the tiny timber town of Cordelia, Idaho, ninety-nine year old Weldon Applegate recounts his life in all its glory, filled with tall tales writ large with murder, mayhem, avalanches and bootlegging. It's

the story of dark pine forests brewing with ancient magic, and Weldon's struggle as a boy to keep his father's inherited timber claim, the Lost Lot, from the ravenous clutches of Linden Laughlin. Ever since young Weldon stepped foot in the deep Cordelia woods as a child, he dreamed of joining the rowdy ranks of his ancestors in their epic axe-swinging adventures. Local legend says their family line boasts some of the greatest lumberjacks to ever roam the American West, but at the beginning of the twentieth century, the jacks are dying out, and it's up to Weldon to defend his family legacy. Braided with haunting saloon tunes and just the right dose of magic, The Great Glorious Goddamn of It All is a novel bursting with heart, humor and an utterly transporting adventure that is sure to sweep you away into the beauty of the tall snowy mountain timber.

Tens of thousands of readers rely on James Lewis's classic Project Planning, Scheduling & Control for hands-on help in bringing projects in on time and on budget. Now, this higher-level guide takes project managers beyond basic skills. Using the flexible and down-to-earth approach for which Lewis is famed, it covers advanced topics such as identifying customer requirements using QFD (quality function deployment); allocating resources for improved scheduling applying systems thinking; and using decision-support tools in project management.

What makes great businesses tick? How can you create a culture that is inclusive, fun and highly productive? What is the secret sauce that separates the ordinary from the

extraordinary?These questions are answered in a business fable that tracks Lynn's journey to complete a graduate school assignment. She visits Ozzie Optics, a very successful start-up and learns their secret--the enterprise-wide adoption of the tools and principles associated with Agile, a methodology typically tied to software development. By visiting with leaders in Finance, Sales, Marketing, HR, Operations and Account Management, Lynn learns the truly transformational power of Agile and how it can change all organizations in profound and positive ways.In Change, Inc., Kristin Runyan makes the subject of Agile relatable by telling the story in a way that is easy to understand and easy to apply. Runyan not only describes each of the Agile tools, like Progress Boards and Fist of Five, but also provides practical application tips to immediately start using these tools in both your personal and professional life. Olivier Roland offers an inspiring road map to help readers get more out of life as an 'Intelligent Rebel' and find success and fulfilment by breaking out of the system. Do you dream of a less stressful life? Break out of the system, embrace your purpose and shape your own journey to success and fulfilment. We're not designed for a one-size-fits-all education or lifestyle-so why not choose a path where you can make your own rules, follow your passions, and live a rewarding, purpose-fueled life? Breaking out of the "system" and becoming an entrepreneur or a creator can be daunting, but with this step-by-step guide to taking charge of your life, realizing your individual potential, and building a sustainable business with minimal risk, you'll discover that the way of the

intelligent rebel is ultimately a path to freedom and self-realization. You'll learn how to: • navigate the limitations of traditional education to learn effectively • create a viable and sustainable business that serves your lifestyle • implement cutting-edge business tools and strategies for success • start your business part-time, even if you have a job or studies • hack your self-led learning with revolutionary techniques • embrace your purpose and live with happiness and freedom

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.

The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates

a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

Project management—it's not just about following a template or using a tool, but rather developing personal skills and intuition to find a method that works for everyone. Whether you're a designer or a manager, Project Management for Humans will help you estimate and plan tasks, scout and address issues before they become problems, and communicate with and hold people accountable.

Everything we use, from social media, to our homes, to our highways, was designed by someone. But how did they decide on what was good for the rest of us? What did they get right and where have they let us down? And what can we learn from the way these experts think that can help us in how we make decisions in our own lives? In How Design Makes The World, bestselling author and designer Scott Berkun takes readers on a journey exploring how designers of all kinds, from software engineers, to urban planners, have succeeded and failed us. By examining daily experiences like going to work, shopping for food, or even just using social media on their phones, readers will learn to see the world in a new and powerful way. They'll ask better questions of the things they buy, use, and make, and discover how easy it is to use ideas from great designers to improve their everyday lives.

Updated concepts and tools to set up project plans, schedule work, monitor progress-

and consistently achieve desired project results.In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

Demonstrates how to identify, avoid, and defuse verbal attacks, tells how to handle irate customers and manipulative bosses, and describes techniques for improving communication

This reference provides reliable piping estimating data including installation of pneumatic mechanical instrumentation used in monitoring various process systems. This new edition has been expanded and updated to include installation of pneumatic

mechanical instrumentation, which is used in monitoring various process systems. 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

In this new paperback edition of the classic bestseller, you'll be taken on a hilarious, fast-paced ride through the history of ideas. Author Scott Berkun will show you how to transcend the false stories that many business experts, scientists, and much of pop culture foolishly use to guide their thinking about how ideas change the world. With four new chapters on putting the ideas in the book to work, updated references and over 50 corrections and improvements, now is the time to get past the myths, and change the world. You'll have fun while you learn: Where ideas come from The true history of history Why most people don't like ideas How great managers make ideas thrive The importance of problem finding The simple plan (new for paperback) Since its initial publication, this classic bestseller has been discussed on NPR, MSNBC, CNBC, and at Yale University, MIT, Carnegie Mellon University, Microsoft, Apple, Intel, Google, Amazon.com, and other major media, corporations, and universities around the world. It

has changed the way thousands of leaders and creators understand the world. Now in an updated and expanded paperback edition, it's a fantastic time to explore or rediscover this powerful view of the world of ideas. "Sets us free to try and change the world."--Guy Kawasaki, Author of Art of The Start "Small, simple, powerful: an innovative book about innovation."--Don Norman, author of Design of Everyday Things "Insightful, inspiring, evocative, and just plain fun to read. It's totally great."--John Seely Brown, Former Director, Xerox Palo Alto Research Center (PARC) "Methodically and entertainingly dismantling the cliches that surround the process of innovation."--Scott Rosenberg, author of Dreaming in Code; cofounder of Salon.com "Will inspire you to come up with breakthrough ideas of your own."--Alan Cooper, Father of Visual Basic and author of The Inmates are Running the Asylum "Brimming with insights and historical examples, Berkun's book not only debunks widely held myths about innovation, it also points the ways toward making your new ideas stick."--Tom Kelley, GM, IDEO; author of The Ten Faces of Innovation

This definitive best-of collection of one of the web's best young writers is packed with big ideas and fun, guaranteed to make you think and smile. You'll learn to find passion, think free, manage time, pay attention and more. Scott Berkun is the bestselling author of Making Things Happen, The Myths of Innovation and Confessions of a Public Speaker. His work has appeared on CNBC, MSNBC, NPR and in The New York Times, Forbes, The Economist, The Washington Post, Wired, and other media. His famous lectures and popular blog can be found for free online at www.scottberkun.com.

This book focuses on problem-solving from managerial, consumer, and societal perspectives. It emphasizes both the business managerial aspects of risk management and insurance and the numerous consumer applications of the concept of risk management and insurance transaction. The tenth edition has been reorganized and fully updated to highlight the increased importance of risk management and insurance in business and society. In particular, the tenth edition refocuses its attention on corporate risk management, reflecting its growing importance in today's economy.

Making Things HappenMastering Project Management"O'Reilly Media, Inc."

Imagine having access to the top project managers from organizations and industries around the world. Imagine uncovering what they do, how they approach their challenges, and what they know. Alpha Project Managers: what the top 20% know that everyone else does not gets you inside the minds of these top managers and shares their practices, their attitudes, and their secrets.

For those who believe that there must be a more agile and efficient way for people to get things done, here is a brilliantly discursive, thought-provoking book about the leadership and management process that is changing the way we live. In the future, historians may look back on human progress and draw a sharp line designating "before Scrum" and "after Scrum." Scrum is that ground-breaking. It already drives most of the world's top technology companies. And now it's starting to spread to every domain where leaders wrestle with complex projects. If you've ever been startled by how fast the world is changing, Scrum is one of the reasons why. Productivity gains of as much as 1200% have been recorded, and there's no more lucid – or compelling – explainer of Scrum and its bright promise than Jeff Sutherland,

the man who put together the first Scrum team more than twenty years ago. The thorny problem Jeff began tackling back then boils down to this: people are spectacularly bad at doing things with agility and efficiency. Best laid plans go up in smoke. Teams often work at cross purposes to each other. And when the pressure rises, unhappiness soars. Drawing on his experience as a West Point-educated fighter pilot, biometrics expert, early innovator of ATM technology, and V.P. of engineering or CTO at eleven different technology companies, Jeff began challenging those dysfunctional realities, looking for solutions that would have global impact. In this book you'll journey to Scrum's front lines where Jeff's system of deep accountability, team interaction, and constant iterative improvement is, among other feats, bringing the FBI into the 21st century, perfecting the design of an affordable 140 mile per hour/100 mile per gallon car, helping NPR report fast-moving action in the Middle East, changing the way pharmacists interact with patients, reducing poverty in the Third World, and even helping people plan their weddings and accomplish weekend chores. Woven with insights from martial arts, judicial decision making, advanced aerial combat, robotics, and many other disciplines, Scrum is consistently riveting. But the most important reason to read this book is that it may just help you achieve what others consider unachievable – whether it be inventing a trailblazing technology, devising a new system of education, pioneering a way to feed the hungry, or, closer to home, a building a foundation for your family to thrive and prosper. "Successful projects depend more on your team's behavior than on their project tools. This book focuses on the fundamentals: simple structures and practices, applied with rigor. These are the tools you need to avoid the late changes that kill project schedules. Underlying all of them are four principles: accountability, transparency, integrity and commitment. Risk Up Front

is designed to turn these principles into practice"--Cover, page 4.

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

It's tricky enough to spearhead a big project when you're the boss. But when you're the leader of a team of people who don't report to you, the obstacles are even greater. Results Without Authority is the definitive book for project managers looking to establish credibility and control. A groundbreaker in the field, it supplies a start-to-finish system for getting successful project results from cross-functional, outsourced, and other types of teams. The completely updated second edition includes new information on: ò Agile methods and evolving project management tools ò Strategies for working with virtual teams ò Analytical versus ôblinkö decision processes ò The use (and misuse) of social media in project environments ò The myth of multitasking. For project leaders lacking clear-cut authority, getting everyone on boardùand keeping them thereùcan be a challenge. Results Without Authority is the must-have guide for getting the best results from your team.

In today's 'more for less' culture, the expectations of project management and delivery are no longer limited to budgets, schedules and quality. For projects to make an impact and have lasting value, the project manager must be able to strategize, innovate, motivate, empower and collaborate - in other words, project managers must learn how to lead. The Power of Project Leadership helps you transform into an effective project

leader by shifting your managerial mindset into one of inspiration, motivation and influence. The book describes what good project leadership looks like and explains how to make the transition using concrete tools and strategies. With underlying theories to help the reader understand how teams and individuals are motivated, it ensures that project managers lead with vision, continuously improve and innovate, work with intent, empower the team, get closer to stakeholders, remain authentic and establish a solid foundation for their projects. The book has a practical and engaging approach and draws on over 25 interviews with leading experts who have made the transition from project managers to project leaders. These experts come from a variety of sectors and companies; including Expedia, British Gas, Standard Bank, Verizon Enterprise Solutions, Liquid Planner, and the UK Government.

The Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work–life balance.

Processes don't drive projects; people do. Successful project management is ultimately about effective communication, and more broadly, effective people management. Most books, however, deal largely with process - the mechanical, methodological side, and play down the human side. The Project Manageris a fresh approach to project

management: it moves beyond the formal methodologies and techniques to shed light on the core skills that will make you a great project manager. It puts the project manager centre stage and provides you with an invaluable set of experience-based lessons, tips, and advice to help you consistently deliver the results you want. Whether you are a project manager yourself, or someone who works with or recruits project managers, this book will be essential reading. DISCOVER WHAT YOU NEED TO KNOW AND DO TO BE A GREAT PROJECT MANAGER

A behind-the-scenes look at the firm behind WordPress.com and the unique work culture that contributes to its phenomenal success 50 million websites, or twenty percent of the entire web, use WordPress software. The force behind WordPress.com is a convention-defying company called Automattic, Inc., whose 120 employees work from anywhere in the world they wish, barely use email, and launch improvements to their products dozens of times a day. With a fraction of the resources of Google, Amazon, or Facebook, they have a similar impact on the future of the Internet. How is this possible? What's different about how they work, and what can other companies learn from their methods? To find out, former Microsoft veteran Scott Berkun worked as a manager at WordPress.com, leading a team of young programmers developing new ideas. The Year Without Pants shares the secrets of WordPress.com's phenomenal success from the inside. Berkun's story reveals insights on creativity, productivity, and leadership from the kind of workplace that might be in everyone's future. Offers a fast-

paced and entertaining insider's account of how an amazing, powerful organization achieves impressive results Includes vital lessons about work culture and managing creativity Written by author and popular blogger Scott Berkun (scottberkun.com) The Year Without Pants shares what every organization can learn from the world-changing ideas for the future of work at the heart of Automattic's success.

A seasoned project management consultant introduces critical project management skills, tools and techniques. Includes case studies, checklists and exercises.

How do you actually find meaning in the workplace? How do you find work that makes your heart sing, creates impact, and pays your rent? After realizing that his well-paying, prestigious job was actually making him miserable, Adam "Smiley" Poswolsky started asking these big questions. The Quarter-Life Breakthrough provides fresh, honest, counterintuitive, and inspiring career advice for anyone stuck in a quarter-life crisis (or third-life crisis), trying to figure out what to do with your life. Smiley shares the stories of many twenty- and thirty-somethings who are discovering how to work with purpose (and still pay the bills). Brimming with practical exercises and advice, this book is essential reading for millennial career changers and anyone passionate about getting unstuck, pursuing work that matters, and changing the world.

A detailed handbook for experienced developers explains how to get the most out of Microsoft's Visual Studio .NET, offering helpful guidelines on how to use its integrated develpment environment, start-up templates, and other features and tools to create a

variety of applications, including Web services. Original. (Advanced)

Brain-based therapy is the fastest-growing area in the field of psychological health because it has proven that it can immediately address issues that talk therapy can take years to heal. Now Dr. David Grand presents the next leap forward in psychological care—combining the strengths of brain-based and talk therapies into a powerful technique he calls Brainspotting. In Brainspotting, Dr. Grand reveals the key insight that allowed him to develop this revolutionary therapeutic tool: that where we look reveals critical information about what's going on in our brain. Join him to learn about: The history of Brainspotting—how it evolved from EMDR practice as a more versatile tool for brain-based therapy Brainspotting in action—case studies and evidence for the effectiveness of the technique An overview of the different aspects of Brainspotting and how to use them Between sessions—how clients can use Brainspotting on their own to reinforce and accelerate healing Why working simultaneously with the right and left brain can lead to expanded creativity and athletic performance How Brainspotting can be used to treat PTSD, anxiety, depression, addiction, physical pain, chronic illness, and much more "Brainspotting lets the therapist and client participate together in the healing process," explains Dr. Grand. "It allows us to harness the brain's natural ability for self-scanning, so we can activate, locate, and process the sources of trauma and distress in the body." With Brainspotting, this pioneering researcher introduces an invaluable tool that can support virtually any form of therapeutic practice—and greatly

accelerate our ability to heal. "David Grand is one of the most important and effective psychological trauma therapists now practicing, and his development of Brainspotting is a very important leap forward in helping people resolve trauma. Brainspotting is a remarkable, sophisticated, flexible addition to the therapeutic toolkit of any psychotherapist. I know because I use it regularly, and find that, combined with the psychoanalytic approaches I normally practice, the results are astonishingly helpful. Using it, one becomes amazed at the extent to which our traumas can be detected in our ordinary facial and eye reflexes, and how, by using these windows to inner mental states, many traumas and symptoms can be rapidly relieved. Grand writes clearly, and the cases, dramatic as they are, are not exaggerated." —Norman Doidge, MD, FRCPC, author of The Brain That Changes Itself; faculty, University of Toronto, Department of Psychiatry, and Columbia University Department of Psychiatry Center for Psychoanalytic Training and Research

An authorised reissue of the long out of print classic textbook, Advanced Calculus by the late Dr Lynn Loomis and Dr Shlomo Sternberg both of Harvard University has been a revered but hard to find textbook for the advanced calculus course for decades. This book is based on an honors course in advanced calculus that the authors gave in the 1960's. The foundational material, presented in the unstarred sections of Chapters 1 through 11, was normally covered, but different applications of this basic material were stressed from year to year, and the book therefore contains more material than was covered in any one year. It can accordingly be used (with omissions) as a text for a year's course in advanced calculus, or as a text for a three-

semester introduction to analysis. The prerequisites are a good grounding in the calculus of one variable from a mathematically rigorous point of view, together with some acquaintance with linear algebra. The reader should be familiar with limit and continuity type arguments and have a certain amount of mathematical sophistication. As possible introductory texts, we mention Differential and Integral Calculus by R Courant, Calculus by T Apostol, Calculus by M Spivak, and Pure Mathematics by G Hardy. The reader should also have some experience with partial derivatives. In overall plan the book divides roughly into a first half which develops the calculus (principally the differential calculus) in the setting of normed vector spaces, and a second half which deals with the calculus of differentiable manifolds.

This volume enables managers to review, extend and sharpen their project management skills, promoting individual development, personal and organizational effectiveness. Practical features include key questions, action checklists, activities and guides to best practice.

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.

"An insider's guide to translating the creative techniques of jazz to the business world." Scott Berkun, author of The Myths of Innovation What Can Your Team Learn From Jazz Musicians? Experienced jazz musicians apply specific principles to collaborate, execute, and manage change in real time--delivering extraordinary innovation in the face of non-stop pressure and risk. Now, jazz musician and collaboration expert Adrian Cho shows how you can use the same principles to dramatically improve any team's performance. Cho systematically introduces the Jazz Process and demonstrates how it can help cross-functional teams improve teamwork, innovation, and execution. You'll learn new ways to encourage and integrate strong individual contributions from passionate and committed practitioners, and give them maximum autonomy while making sure your project's "music" never degenerates into chaotic "noise." Through multiple case studies, Cho shows you how high-performance teams achieve their success. • Master five core principles of working in teams: use just enough rules, employ top talent, put the team first, build trust and respect, and commit with passion • Establish a realistic framework for effective, continuous execution • Collaborate more effectively with team members, consumers, customers, partners, and suppliers • Master the essentials of team execution: listening for change, leading on demand, acting transparently, and making every contribution count • Reduce the "friction" associated with collaboration--and increase the synergy • Use form, tempo, pulse, and groove to maintain constructive momentum • Learn about the importance of healthy projects and teams • Innovate by exchanging ideas and taking the right measured risks • For every practitioner, leader, and manager interested in getting better results

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.
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