Project Lead The Way Dimensioning Guidelines 2012

"Being the project manager" is for newly minted project managers and people who aspire to lead a project. The book complements a training course or basic textbook about project management methodology. "Being the project manager" sheds light on the project manager role, its personal challenges and complexities, and its rewarding learnings and accomplishments. Real-life stories from authentic project managers provide insight and inspiration. Simple self-tests and lively cartoons offer fresh angles on the reader's own project. Written in a straightforward style, the book gives an entertaining peek into the practical side of project management. The reader gets a tour into the many disciplines one needs to master as a project manager: How to communicate with stakeholders, motivate people, be open to new information, analyze and mitigate risks, and take all relevant aspects into account when making decisions. While an easy read, the book yields immediately applicable insight as well as food for thought.

The approach to project management is too often formulaic, describing what should be done, but not describing why those actions are important. This book outlines the what and how of project management, emphasizing why actions matter, the overall intention of the formulaic steps, and the strengths or weakness of various tools and techniques.

"If you are interested in STEM education, policies, programs or practices, or you work on STEM in some capacity at any level, The case for STEM education will prove to be valuable reading. Author Rodger W. Bybee has written this book to inspire individuals in leadership roles to better understand and take action on STEM initiatives. The book's 10 chapters accomplish several tasks: Put STEM in context by outlining the challenges facing STEM education, drawing lessons from the Sputnik moment of the 1950s and 1960s, and contrasting contemporary STEM with other education reforms; Explore appropriate roles for the federal government, as well as states, districts, and individual schools; Offer several ideas and recommendations you can use to develop action plans for STEM. With an emphasis on both thinking and acting, The case for STEM education is a must-read for leaders at all levels: national and state policy makers, state-level educators responsible for STEM initiatives, college and university faculty who educate future STEM teachers, local administrators who make decisions about district and school programs, and teachers who represent STEM disciplines." - Back cover.

The goal of this study was to assess the value and feasibility of developing and implementing content standards for engineering education at the K-12 level. Content standards have been developed for three disciplines in STEM education--science, technology, and mathematic--but not for engineering. To date, a small but growing number of K-12 students are being exposed to engineering-related materials, and limited but intriguing evidence suggests that engineering education can stimulate interest and improve learning in mathematics and science as well as improve understanding of engineering and technology. Given this background, a reasonable question is whether standards would improve the quality and increase the amount of teaching and learning of engineering in K-12 education. The book concludes that, although it is theoretically possible to develop standards for K-12 engineering education, it would be extremely difficult to ensure their usefulness and effective implementation. This conclusion is supported by the following findings: (1) there is relatively limited experience with K-12 engineering education in U.S. elementary and secondary schools, (2) there is not at present a critical mass of teachers qualified to deliver engineering instruction, (3) evidence regarding the impact of standards-based educational reforms on student learning in other subjects, such as mathematics and science, is inconclusive, and (4) there are significant barriers to introducing stand-alone standards for an entirely new content area in a curriculum already burdened with learning goals in more established domains of study.

GATEWAY TO ENGINEERING, 2E helps students build a solid foundation in technological literacy as they study engineering-related careers and educational pathways. This book introduces middle school students to the process of design, the importance of engineering graphics, and applications of electricity and electronics, mechanics, energy, communications, automation/robotics, manufacturing processes, and control systems/computer programming. The vibrant four-color design and plentiful images make it especially appealing to middle school students, while the text's strong engineering flavor and alignment with national Standards for Technological Literacy make it the perfect tool for mastering Project Lead the Way's Gateway to Technology curriculum. It also includes a revised chapter featuring sustainable architecture, enhanced coverage of green technology, and new CourseMate interactive learning tools. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Traditional approaches to coaching fail to account for the way organizations really work. Attempts to enhance leadership capability one person at a time, through private one-to-one coaching sessions, are unlikely to succeed by themselves. Coaching in Three Dimensions: Meeting the Challenges of a Complex World offers a more connected, systemic approach, aligning coaching with the realities and challenges of organizations operating in an ever more complex world. Coaching in Three Dimensions is structured around a central model: the three dimensions of coaching. Using stories and case studies, the book enables readers to: Consider their current and desired approach to coaching: is it traditional, dialogic, or systemic? Identify which areas of practice they work in and wish to work in: one-to-one coaching, group/team coaching, and/or organizational coaching? Think about stretching their development as a coach in terms of competence, capability, and perspective: how do you enhance your capacity to manage the challenges of increasing complexity? The book explains complexity using simple language and easy-to-recognize examples, and suggests pragmatic approaches going forwards. Coaches will learn how to expand their scope and impact, and to navigate the new and difficult challenges posed by contemporary businesses. Clients wishing to use coaching in complex change work will learn what to look out for in prospective coaches and how to best deploy them in their organizations. Coaching in Three Dimensions will appeal greatly to all coaches, including those working with organisations, students and those in training, as well as HR and OD professionals and senior leaders.

Environmental remediation has brought significant improvements to industrial sites and surrounding communities throughout the nation. It's also become notorious for high budget overruns and frequent schedule delays, as environmental remediation's technological aspects become subject to political, managerial and economic concerns. Modern Project Management (MPM) Processes offer a new framework for remediation programs, geared to increased efficiency and precise troubleshooting. Environmental consultant and certified project management professional (PMP) Timothy J. Havranek has helped various companies put MPM into practice: now, he brings his techniques to the environmental remediation industry at large. Melding traditional project management structure and advanced strategic planning techniques to the needs of environmental remediation, Modern Project Management Techniques for the Environmental Remediation Industry presents this major innovation: a standardized planning process, applicable to all types of remediation projects. Every participant in an environmental remediation effort can mutually benefit from Modern Project Management Techniques for the Environmental Remediation Industry. Environmental consultants will discover precise budget and schedule-planning skills-quite an advantage in their increasingly competitive industry. Customers will also know what to consider when selecting an environmental services company, and discover advanced methods for reducing project costs and durations. MPM: it's bringing new vitality and purpose to environmental protection. Put it into practice with the benefit of Havranek's real-life experience.

Describes global best practices, competencies, and standards of superior project organizations based on research conducted by the Top 500 Project Management Forum. It emphasizes the selection process, performance evaluation, and personnel development to provide the key elements for adjusting and adapting to flexible conditions. The text also highlights enhancements in professional image, job performance, and personal earnings.

Annotation People are the backbone of projects and the most important resource in a project. To survive and grow in the twenty-first century, project managers must learn and use appropriate human skills to motivate and inspire all those involved in the project. This book offers practical guidelines that can be used to develop and implement the human skills appropriate to project management: communication, motivation, negotiation, conflict resolution, conflict and stress management, and leadership. This book is Volume Two of The Human Aspects of Project Management series.

A more detailed understanding of the interaction between science and technology is necessary in order to develop appropriate tools for future R&D management and technology policy. The first part of this book describes the structure of the science/technology interface and analyses the role of science for the generation of new technologies and respective institutional problems. The second part examines the challenges to R&D management and appropriate management tools from the perspective of industrial enterprises. Part III documents the results of two field studies in the science-intensive areas of medical lasers and neural networks. The major aim of the book is to bring together the variety of different approaches from an academic and industrial perspective.

This salient reference grounds readers in the theoretical basis and day-to-day practice of community-based health care programs, and their potential as a transformative force in public health. Centering around concepts of self-determination, empowerment, and inclusiveness, the book details the roles of physicians, research, and residents in the transition to self-directed initiatives and greater community control. Community-focused interventions and methods, starting with genuine dialogue between practitioners and residents, are discussed as keys to understanding local voice and worldview, and recognizing residents as active participants and not simply targets of service delivery. And coverage pays careful attention to training issues, including how clinicians can become involved in community-based care without neglecting individual patient needs. Among the topics covered are: Narrative medicine in the context of community-based practice. Qualitative and participatory action research. Health committees as a community-based strategy. Dialogue, world entry, and community-based intervention. Politics of knowledge in community-based work. Training physicians with communities. Dimensions of Community-Based Projects in Health Care challenges sociologists, social workers, and public health administrators to look beyond traditional biomedical concepts of care and naturalistic methods of research, and toward more democratic programs, planning, and policy. The partnerships described in these pages reflect a deep commitment to patients' lives, and to the future of public health.p>

Most project managers would agree that every project is unique. But not all project managers would agree that the best way to manage a unique project is unique. Many still cling to the old practice of having a methodology that is applied to all projects. "One size fits all" is still in common use, and this approach has proven to lead to project failure. Flexibility, situational intelligence, and creativity are essential to deliver project success. The need to recognize and master ever-changing requirements and environmental conditions is a tough challenge for professional project managers. The same practices that led to success yesterday may cause failure today. Selecting favorable responses to a given situation is often the most critical factor of the dynamics of success and failure. This book is designed to help project professionals assess a situation, predict the appropriate approach, methodology and achieving styles, and then apply them in a situational fashion. To guide project managers in selecting the appropriate

responses, Situational Project Management (SitPM) shows how to assess a given project, determine its unique characteristics, and select the appropriate methods to complete the project. With this book, projects managers can use SitPM to develop profiles of their projects on the basis of the projects' physical characteristics, the project teams' behavioral characteristics, the enterprise environment, and the market environments receiving project deliverables. These profiles help project managers to determine the appropriate project life cycle approach and leadership style. The book also explores various ways to engage stakeholders on the basis of a project's SitPM profile. The book's author, Oliver F. Lehmann, has developed a set of templates to apply SitPM in practice. It can be downloaded from www.oliverlehmann.com/SitPM/Templates.zip.

This is a book about leadership for college and university administrators, written by a professor of higher education who has also had a long administrative career. As Dr. Davis explains in the preface, leadership has been recognized recently as an activity that not only is associated with formal leadership roles, but also can bubble up in various places within the organization. Given that understanding, the author has written this book for a broadly defined audience of higher education administrators, including presidents, provosts, deans, and department chairs, as well as myriad administrators who work in student affairs, athletics, finance, admissions, funded research, development, and alumni relations, for example. The book also addresses the needs of those who facilitate leadership workshops, serve as mentors to potential leaders, and teach courses on higher education leadership and administration. While presenting all sides of key issues, the author calls for the reader to define his or her own position through a series of provocative questions in "Reflection" sections scattered throughout each chapter. Thus the book invites interaction and teaches administrators not what to think about leadership, but how to think about it. A directory of selected resources helps readers expand their learning through professional associations; key journals, magazines, and newspapers; and useful Web sites dedicated to postsecondary education. Notes at the end of each of the ten chapters list critical texts for further reading on the book's concepts, theories, and models. Valuable summaries of the best works on leadership and administration drawn from both higher education and business literature make this book an indispensable desk reference for the busy administrator. It may also soon be regarded as the best text available for leadership training for college and university administrators.

The development of the Agile Movement, whatever the area ofapplication or discipline, comes from the famous "faster,cheaper, better" maxim. As such, the agile manufacturing paradigmrests on four principles: response to change and uncertainty,supplying highly customized products, synthesis of diversetechnologies, and intra-enterprise and inter-enterpriseintegration. For the reader interested in agile project management applications,response to changes, and transformations and its impact on managingprojects, this book is a must-read. Various insights are covered,including: how to master complexity and changes in projects, economy, andsociety; how interaction between the project management team and projectowners can influence risk management; how to move beyond the traditional mechanistic projectmanagement approach; how to include agile principles into an improved LogicalFramework Analysis structure; what the impact is of agile principles on projectmanagement organizations what kind of innovative project management practice supportsagile principles; and much more.

PRINCIPLES OF ENGINEERING will help your students better understand the engineering concepts, mathematics, and scientific principles that form the foundation of the Project Lead the Way (PLTW) Principles Of Engineering course. Important concepts and processes are explained throughout using full-color photographs and illustrations. Appropriate for high school students, the

mathematics covered includes algebra and trigonometry. The strong pedagogical features to aid comprehension include: Case Studies, boxed articles such as Fun Facts and Points of Interest, Your Turn activities, suggestions for Off-Road Exploration, connections to STEM concepts, Career Profiles, Design Briefs, and example pages from Engineers' Notebooks. Each chapter concludes with questions designed to test your students' knowledge of information presented in the chapter, along with a hands-on challenge or exercise that compliments the content and lends itself to exploration in the classroom. Key vocabulary terms that align with those contained in the PLTW POE course are highlighted throughout the book and emphasized in margin definitions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Societal Dimensions of Environmental Science: Global Case Studies of Collaboration and Transformation, brings together several key examples of the successes and the challenges that exist for environmental stakeholders trying to strike a balance between science and the societal implications of the issues involved. This book provides important methods and approaches necessary for informed decision making and a better understanding of the common threads of learning, collaboration, negotiation, and compromise. It also explains that concepts and skills needed to better understand how specific project goals can be best achieved in the rapidly changing field of environmental management, by providing practical situations and solutions, across a global landscape. This book provides anyone who works in a community setting with the necessary tools and strategies for solving environmental problems and achieving the goals of an environmental project of any type and specifically addresses the topic of how to synthesize community engagement and the environmental science. It describes current environmental issues and lessons learned of what works and what doesn't work in real situations, and why. It also highlights key examples, which can be used by both management practitioners and research scientists in their specific circumstances. Showcasing a unique compilation of the diverse and specific examples from societies in Asia, Oceania, North America, and the Middle East, with an equally diverse array of authorship, this book serves all policy makers, scientists, organizers, and community members that desire to build better group dynamics for addressing environmental issues.

Projects of very different natures are continuously changing the world in which we live. Project management offers the right instruments to solve the multitude of problems that arise during the life of a project from its beginning to its completion. No space satellite could be designed, no computer program developed, no skyscraper built, and no company organized efficiently without PM. In honor of the 65th birthday of R.W. Gutsch, 29 authors from 16 countries have contributed to this publication. It covers the fundamentals of project management as well as the PM techniques and software, PM organization and human factors and applications in effectively managing projects. The contributions demonstrate the

enormous progress that has taken place in PM within the past years in a language and style which is understandable for project managers in both industrialized and developing countries.

Master the Six Dimensions of the Project Management Universe! Learn how to turn constraints into resources to achieve project objectives! Through case studies and practical exercises, The Six Dimensions of Project Management demonstrates the six possible combinations (or dimensions) of the "hierarchy of constraints"" (time, cost, and performance existing in a hierarchy of driver, middle and weak constraint) and the specific set of challenges and opportunities associated with each. Project managers will learn how to recognize a project's dimension and, by understanding its set of problems and resources, get the job done on time, on budget, and to spec! You will uncover hidden flexibility, unlock valuable new resources, discover threats before they turn into problems, and win the admiration of customers and projects sponsors alike. You'll learn: •How to use the "inner purpose" of a project to empower project mangers and team players •Why certain kinds of failure point the way to higher levels of success •What creates opposition to your project—and how to leverage it for your benefit •Where to look to find creative opportunities on every project

WINNER: PMI UK National Project Awards 2019 - Project Management Literature Category Projects and work environments are becoming increasingly complex, with more stakeholders, dispersed teams and an unprecedented rate of technological change. In order to adapt to this complexity and find new opportunities to innovate and build a high performing team, project managers must shift their mindset to one of project leadership. The Power of Project Leadership explains how to generate positive results for projects and clients while growing as a leader and empowering the team to fully contribute. Now in its second edition, The Power of Project Leadership contains new interviews with successful project leaders and discusses current topics such as the psychology behind high performing teams, coaching, facilitation and conflict resolution, collaborative planning and risk management. It outlines the capabilities, attitudes and behaviours needed to become a confident, driven and focused project leader, including leading with vision, continuously improving, empowering teams, building trust with stakeholders, and using powerful techniques. With examples of the most fundamental causes of project failure and how to avoid them, The Power of Project Leadership shows how to inspire teams, add real value and deliver outstanding projects.

This book brings together cutting-edge research on consulting in a single volume, thus helping to make the state-of-the-art in the field of consulting research more accessible, to promote better practices in business, and to spark further research. The respective articles approach consulting from very different angles, taking into account various approaches for and fields of consulting, consulting providers, clients and markets, as well as technologies and trends. The book will benefit all consultants who want to critically reflect on their own methods and

approaches in light of recent scientific findings. It also offers a helpful guide for students in Management and IT-related courses who are either considering a career in consulting or want to be informed consulting clients. Lastly, the book provides a comprehensive review of current developments and trends in consulting that will foster future contributions in this important research field. Project Leadership, the classic, best-selling textbook originally by Wendy Briner, Michael Geddes and Colin Hastings, anticipated so many of the changes in approaches to project management that are now regarded as mainstream - not least the focus on behaviours. The Third Edition by experts Sarah Coleman and Donnie MacNicol has been substantially rewritten, introducing new material and experience reflecting the transformation that has taken place in the world of projects and leadership. Project Leadership Third Edition looks at the nature of the leadership role in projects, why it is significant and how it impacts the processes throughout the project life-cycle from shaping and scoping, start up and delivery through to project closure. The authors put considerable emphasis on a set of core capabilities around the themes of vision and strategy, relationship building, communication and engagement. The book also focuses on building personal and organizational project leadership capability including models, tools and diagnostics drawing on experiences of working with projects and organizations from multiple sectors and across the globe. The Foreword and Endorsements have been provided by industry leaders. Sarah Coleman and Donnie MacNicol have retained and built on the wonderful range of simple, imaginative and very applicable models and perspectives developed by the previous authors. Every project leader, aspiring project leader and organization with project management communities should own and use a copy of this book. Managing and Using Information Systems: A Strategic Approach, Sixth Edition, conveys the insights and knowledge MBA students need to become knowledgeable and active participants in information systems decisions. This text is written to help managers begin to form a point of view of how information systems will help, hinder, and create opportunities for their organizations. It is intended to provide a solid foundation of basic concepts relevant to using and managing information. ENGINEERING DESIGN: AN INTRODUCTION, Second Edition, features an innovative instructional approach emphasizing projects and exploration as learning tools. This engaging text provides an overview of the basic engineering principles that shape our modern world, covering key concepts within a flexible, two-part format. Part I describes the process of engineering and technology product design, while Part II helps students develop specific skill sets needed to understand and participate in the process. Opportunities to experiment and learn abound, with projects ranging from technical drawing to designing electrical systems--and more. With a strong emphasis on project-based learning, the text is an ideal resource for programs using the innovative Project Lead the Way curriculum to prepare students for success in engineering careers. The text's broad scope and sound coverage of essential concepts and techniques also make it a perfect addition to any engineering design course. Important Notice: Media content referenced within the product description or the product text may not be

available in the ebook version.

The crucial actors of a global knowledge-based economy are multinational enterprises (MNEs). MNEs depend on the embeddedness in an institutional framework; their competitive advantage depends on the cross-border utilisation of regional and national capabilities. The innovativeness of a company is therefore based also on regional innovation systems. Multinational Enterprises and Innovation contributes to a better understanding of the interconnectedness between organisational and regional learning. On the basis of case studies in Germany and France, this volume investigates how MNEs cope with technical, economic and institutional uncertainties by drawing upon the complementary strengths of organisational and regional networks in national and European contexts. The book links two theoretical debates which are currently still largely disconnected -- the debate on learning processes in MNEs and the debate on the regional bases of innovativeness and competitiveness -- answering the question of how the internationalisation of R&D is reconciled with regional competences.

In recent years, organizational project management (OPM) has emerged as a field focused on how project, program and portfolio management practices strategically help firms realize organizational goals. There is a compelling need to address the totality of project-related work at the organizational level, providing a view of organizations as a network of projects to be coordinated among themselves, integrated by the more permanent organization, and to move away from a focus on individual projects. This comprehensive volume provides views from a wide range of international scholars researching OPM at a cross-disciplinary level. It covers concepts, theories and practices from disciplines allied to management, such as strategic management, organization sciences and behavioural science. It will be a valuable read for scholars and practitioners alike, who are looking to enrich their understanding of OPM and further investigate this new phenomenon.

Quantitative analysis of outcomes vs PMs at the individual level Leading Complex Projects takes a unique approach to post-mortem analysis to provide project managers with invaluable insight. For the first time, individual PM characteristics are quantitatively linked to project outcomes through a major study investigating the role of project leadership in the success and failure of complex industrial projects; hard data on the backgrounds, education, and personality characteristics of over 100 directors of complex projects is analyzed against the backdrop of project performance to provide insight into controllable determinants of outcomes. By placing these analyses alongside their own data, PMs will gain greater insight into areas of weakness and strength, locate recurring obstacles, and identify project components in need of greater planning, oversight, or control. The role of leadership is to deliver results; in project management, this means taking responsibility for project outcomes. PMs are driven by continuous improvement, and this book provides a wealth of insight to help you achieve the next step forward. Understand why small, simple projects consistently outperform larger, more complex projects Delve into the project manager's role in generating successful outcomes Examine the data from over 100 PMs of complex industrial projects Link PM characteristics to project outcome to find areas for improvement Complex industrial projects from around the world provide a solid basis for quantitative analysis of outcomes—and the PMs who drive them. Although the majority of the data is taken from projects in the petroleum industry, the insights gleaned from analysis are widely

applicable across industry lines for PMs who lead complex projects of any stripe. Leading Complex Projects provides clear, data-backed improvement guidance for anyone in a project management role.

This book is about 'Total Customer Service' .It applies to all types of organisations large and small, private or public .It considers the ongoing changing context and circumstances such as technology, social media and remote buying which influence the relationship between the selling organisation and the buying customer .It introduces 'The Customer Service Hallmark', a unique Customer Service Quality Standard and guiding implementation and benchmarking framework. It takes Customer Service beyond 'Have a Nice Day 'and the obvious 'Surface' approaches to Customer Service. It positions Customer Service as having its roots in the cultural heart of the organisation. The book adopts a holistic view of organisations incorporating Organisation Development approaches to managing improvement interventions .It positions 'Total Customer Service' within and across all organisation functions and boundaries and includes a proactive stance to managing external environmental influences .The book provides reflective reading plus new and refreshed ideas, tools and models. The interesting presentation of the book takes the reader through the development of a practical methodology which guides, improves, sustains and maximises the provision of 'Total Customer Service' and organisation improvement. Anyone who has an interest in 'Total Customer Service' and organisation performance improvement will find this book valuable and enjoyable. 'Vision to Action', 'Sub System Synergy', 'Hilltops', 'ERUDITE Leadership, ' 'Futuristic Thinking', 'Competitive Integrity ' and 'Triple E' touch point management all contribute to Customer Service' and are some of the innovative concepts included in this book. The book brings together organisational capacity and capability and reflects a synergistic approach which promotes cross functional cooperation and harmony .The 'Four Dimensions' of the Customer Service Hallmark provide an integrated framework which positions 'Total Customer Service' as a coordinated strategic response to achieving organisation improvement and strategic intent.

This book will examine the history of robotics and explicate what massive automation means for the present and future of labor in all its forms, from mills and factories to the white-collars offices of suburbia and more. The latest research and analysis on the impact of AI and automation on the present job market Insights on the growing capabilities of AI and machine learning Ten short chapters that detail jobs that will be lost—and preserved—in the automation age Multiple examples of automation and job replacement by machines An appendix that provides real world exercises in obtaining skills needed in the automation age

The only constant is change—especially in today's business environment. Increasing globalization and the rise of new markets and technologies are forcing companies to compete in a more turbulent world than ever. To survive and thrive, organizations must be able to continuously evolve. Unfortunately, people tend to resist change. Uncertainty can be daunting, and people generally prefer to keep doing what they already know, avoiding unfamiliar situations, particularly in their work. The good news is that change can be managed using the same processes many organizations already use in their day-to-day project management activities. After all, every project results in some type of change to an organization. Building on the Project Management Institute's Managing

Change in Organizations: A Practice Guide, and drawing on the project management expertise of a wide variety of authors, How Successful Organizations Implement Change explains the critical aspects of the change management process and outlines the methods that project, program, and portfolio managers can utilize to bring effective change in a complex and transient business context. For practitioners who are directly leading the change effort as well as those affected by it; for executives formulating strategies, even those managing operations; and for academics researching or teaching others about organizational change management, the examples provided in this book cover a broad range of industries and areas of business. How Successful Organizations Implement Change combines the change management knowledge of experts, academics, researchers, and practitioners with tools, processes, and templates, all of which make this volume a valuable resource, a must-have, for leaders of change in organizations.

This volume constitutes the proceedings of the Second Working Conference on Practice-Driven Research on Enterprise Transformation (PRET), held in Delft, The Netherlands, on November 11, 2010. PRET acts as a platform to bridge the gap between theory and practice, and strives for synergy and cross-fertilization between industry and academia. Thus all authors have been asked to combine theory and practice by using real-life case studies and referring to practical experiences. The 9 papers presented were carefully reviewed and selected from 24 submissions, and are grouped in three sections on situational transformation; portfolio, program and project management; and enterprise architecture to align business and IT.

T-Kits (Training kits) are a product of the Partnership Agreement on European Youth Worker Training run by the CoE and the European Communities Commission Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

People often start working on projects almost by accident. The experience is so common in the industry they even have a name for it: "The Accidental Project Manager". Author Tom Greaves has been there too and has distilled his 25 years of experience working on over 100 projects into this book for you. Tom spends less time on theory and more time presenting tried and true methods on how to manage projects, so you can get to work now. He's used his experience on projects spanning two industries as his testing ground and laboratory to invent and then perfect his innovative method for tracking the hundreds of little details on every project: called ScopelistTM. Scopelist helps you organize the day to day details that need to get done right, so you can focus your time on the big issues like managing stakeholders and tradespeople, and trying to figure out what it is you are exactly building. And when you get bored of reading about project management Tom throws in a story or two (called Tom's Tales) to give you a good laugh about some of his adventures. What You'll get out of this book: • Cut your project execution time in half (versus traditional delivery methods) • Manage stakeholder expectations: ensure their needs are met before you start work • No surprises: eliminate drive-by changes to project scope (and schedule and budget) • Become a more efficient project manager: handle more projects at the same time and get noticed by upper management