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Effective Project Management in easy steps, 2nd edition John Carroll, 2012-02-10 Effective Project Management in easy steps will show you how to make sure your project is successful. It focuses on the key skills a manager needs to develop for a smooth running project and a timely arrival at the finishing line. It includes examples for most key documents such as the terms of reference, business case and project plan. It addresses team building and good communications. It covers the typical project stages with helpful lists of applicable tasks and deliverables which effectively provides a blueprint for planning an entire project. This up to date primer covers all key trends in project management including a chapter on Agile Project Management. If you're a first time project manager, let this book take you through the essential project stages in easy steps and take note of the applicable tasks and deliverables. If you're an experienced project manager, this book provides a valuable source of inspiration for making projects run smoothly and satisfactorily. Covering risk management together with insights on how to plan, lead, organize and control a project simply a fountain of knowledge. **Effective Project Management in Easy Steps** John Carroll, 2012 Explains the best way to ensure a successful project including planning, leading, maintaining, control, team building, risk assessment and risk management. *Project Management in Easy Steps* John Carroll, 2008-11-15

Successful project management is not rocket science but is based on two elements: sound common sense and proven methods and processes. This book covers both and deals with successful project management in a way that is easy to follow for novice project managers while still providing a valuable source of inspiration for the more experienced. It covers a well proven approach to risk management together with valuable insights on how to plan, lead, organise and control a project. The book takes the reader through the typical project stages with helpful lists of applicable tasks and deliverables. This effectively provides a blueprint for planning an entire project. **Agile Project Management** Alex Moore, 2019-10-22 If you want to understand the benefits of Agile Project Management then keep reading. Over the last decade and a half, Agile Project Management has surged in popularity across the globe. Organizations of all types and sizes have leveraged Agile with

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managers can benefit from today An essential guide for anyone new to agile projects and a valuable source of inspiration for the more experienced Includes free downloadable templates to get you started Table of Contents 1 Introducing agile projects 2 Leading agile projects 3 Starting with good foundations 4 Discovery and prioritization 5 Delivering for impact 6 Transparency and learning 7 Project closure 8 The Agile Project Framework 9 Agile projects with lean principles 10 Agile in controlled environments 11 From projects to continual flow 12 Agile projects at scale 13 Frameworks for agile delivery 14 Trends in project management

Agile Time Management in easy steps John Carroll,2023-05-10 Time needs to be managed not just on agile projects but in business and in life in general so Agile Time Management in easy steps takes the best concepts and methods of the agile approach and applies them to time management in its broadest sense What agile time management can do for you Change the way you view time itself and how best to use it Recognize that demands on your time will always exceed the amount of time you have available Shows you how to deal with the conflicting interests life throws at you Put you in control of your life Improve your personal productivity and effectiveness Spend more time on the things that really matter to you Make the most of every minute hour day week and year of your life Give you a simple system for achieving meaningful results Achieve a proper work life balance Stop worrying about the future and get on with the present Show you how to become a happier person Table of Contents 1 Introduction 2 Understanding Time 3 Understand Yourself 4 Making Choices 5 The Future 6 Time Wasters 7 Planning 8 Effective Time Management 9 Agile Time Management 10 Agile Principles 11 Moving Forward

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Table of Contents Introduction why every organization can benefit from P3M Project Management establishing the starting point Program Management moving on from project management Portfolio Management turning enterprise strategy into business reality Business Environment preparing the organization Implementing Program Management Implementing Portfolio Management Benefits Management Stakeholder Management Risk Management Corporate Governance Action Plan and Road Map Note from the author In case you were wondering why there isn't a comma after Project in the title of the book it's because the book doesn't cover project management it covers project program management and portfolio management which are developments from and extensions to project management A project program refers to a series of projects that are related and together will achieve a major change in a business A portfolio refers to the total set of all the projects and programs being carried out in a business at any given time Although I have included a chapter on project management it is not intended to be a complete coverage of the subject It is only included to establish a baseline from which to compare and contrast program management and portfolio management For a complete coverage of project management I would recommend Effective Project Management in easy steps or Agile Project

Management in easy steps if you are working in an agile project environment **Start an Online Business in easy steps, 2nd edition** Jon Smith, 2019-06-26 Start an Online Business in easy steps 2nd edition will show you how to research prepare and run your own online business and will also give you the tools and the confidence to be able to explain to other staff members clients potential suppliers and of course customers about what your online business is and what it can do for them Now fully updated for today's online market it will guide you through Planning registering and financing your business Setting up your business online and marketing it effectively Monetizing your site Managing and retaining customers The tricks of the trade to earn more from your website and much more to make your site successful This book is intended for entrepreneurs employees employers parents students in fact anyone interested in starting a business online no matter what their level of experience It is for the non techie who wants to be involved with every facet of setting up and running their own business Whether you have a great idea for an online business but don't know where to start or you've just launched your online shop and need to attract customers this book is for you Table of Contents 1 Start an Online Business 2 Business Planning Finance 3 Setting Up Online 4 Monetizing Your Site 5 Supply Chain 6 Marketing Your Online Business 7 Customer Relationship Management 8 Useful Resources **WordPress in easy steps** Darryl Bartlett, 2015-03-24 WordPress is the most popular CMS Content Management System and is a fantastic tool for blogs and building websites It is used by over 50% of the 100 top world blogs and there are estimated to be over 69 million WordPress websites as of late 2013 Many bloggers web developers are turning to WordPress to create great websites It has the ability for people of a non technical background to create their own website blog in easy steps all the way up to advanced web developers to create stunning professional designs There are over 100 000 new WordPress websites created every day It is becoming a lot easier to build websites thanks to this fantastic platform WordPress in easy steps guides you through Setting Up WordPress Working with the Dashboard Creating Site Content Adding Media Appearance and Themes Adding Plugins Comments Setting up Users and Privileges Tools and Settings WordPress Tricks WordPress in easy steps is for Bloggers Hobbyist web designers or anybody out there looking to design a website who doesn't want to learn technical language or bloggers looking for a great platform to work with Web Developers A lot of professional web design companies are using WordPress to build their websites for clients because it provides a great content management system so that the end user can add their own content once development is complete Anybody who has had a WordPress website built for them and wants a handy reference book to help them update their own website without having to keep going back to the developer **Effective Time Management in easy steps** John Carroll, 2012-08-31 Are you struggling to stay afloat in a sea of paperwork emails meetings and an ever growing to do list Are you working longer and longer hours in a vain attempt to catch up and any time you do they drop another pile of work on you Don't worry you are not alone and help is at hand You don't need work to longer hours or even harder you need to work smarter by making the time you spend at work really effective You can do it and you will be amazed

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