


**Project management text book pdf**

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# Project management text book pdf

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The job of a project manager is extremely demanding. You face many frustrating moments, failed negotiations, surprises and other project management challenges, making sure the project doesn't root out of the agreed plan. For those who are not trained in the art of project management, the work is even more challenging. Today, the role of a project manager is not exclusive to people with PMP credentials or Agile certifications. Accidental project managers à people who work as project managers without any formal training à are a common vision in many organizations. For such managers, the job can quickly become stressful if they are unable to use all the resources at their disposal effectively. Fortunately, there is no shortage of effective project management tools and resources that beginners can use to enhance their project management skills. One of the best resources for beginners and accidental project managers is a good book that introduces the topic efficiently and provides the reader with managing the challenges of this job. To save time, we've compiled a short list of the most effective project management books for beginners to help you get started. Please note that the following list is not classified and all these books are equally effective. 1. A Guide to the Project Management Body (PMBOK) Project Management Institute (PMI) To call the PMBOK a famous book would be a drastic underdevelopment. This is one of the most recommended books for anyone interested in the role and is universally recognized as the ultimate guide to the principles of project management. The PMBOK is an authoritative and in-depth guide covering all terminologies, methodologies, areas of knowledge, and everything else you need to get started. The book is published by the Project Management Institute and is considered a requirement to pass a PMP exam. Since the PMBOK aims at a certification exam, the language is quite academic. Understanding and learning from it will need to focus and make notes. If you plan to add a professional certification along the way, this guide is a must-have. 2. The Lazy Project Manager: How to Be Twice as Productive and Still Leave the Office Early Peter Taylor If you are a fan of simple explanations with lots of anecdotes and graphic illustrations, then this is the best book for you. The author, Peter Taylor, is a well-known project management expert with 30 years of professional experience and uses insights from his career for efficiency and productivity. A lot of self-proclaimed lazy professionals are considered highly efficient in their field as they tend to get maximum output with minimum effort. With this unique book, you can learn how to do it. 3. Project Management for unofficial Project Manager Kory Kogon, Suzette And James Wood If you heard words like à ¢ à ¢ œWe treated this as a project ... à ¢ à ¢ à ¢ œTaresti the ideal person to manage this this You know how long it can be overwhelming for an inexperienced person. This book is aimed at those accidental managers and trains them with excellent tips to start in the role of an accidental project manager. The Project Management for the unofficial project manager stands out from other similar books for its language-free language and real examples. The book analyzes several projects from different industries and lists the reasons for which they have failed or successful. 4. Strategic management of simplified projects: practical tools for leaders and teams Terry Schmidt This book by Terry Schmidt is among the most usable resources available right now. It is slightly advanced compared to other books on the list, but the writing style makes it easier for beginners in project management to understand. This book is a great reading for managers who are struggling to plan their projects as these are tested paintings to resolve the situation. 5. Industrial MegaProgetti Edward W. Merrow are few resources that meet the needs of engineers, construction managers and other sectors in which analytical skills are more appreciated. Large-scale industrial projects for chemical plants, skyscrapers and oil platforms require careful planning, as failures may have serious consequences. In Industrial Megaprojects, Edward Merrow channels acquired knowledge by working in the industry for over 30 years conversationally. The book is the perfect choice for any specializing in engineering whose training often lacks the tools necessary for any project manager. While the book focuses mainly on large-scale megaprojects, you will see that the advice is also applicable to any project, regardless of its size. 6. Project Management: The Managerial Process Enrk Larson and Clifford Gray Project management has a lot to do with understanding the behavior of people and the author of this book prepares for real world scenarios by combining technical and behavioral approaches. This book contains many cases of study with insights on how to react on a given situation. If you haven't had the chance to manage a multi-functional team, you will find this book very useful for dealing with the challenges of work. The 7. Project Management for non-Project Manager Jack Ferraro Project Management for non-Project Manager is an excellent attempt by Jack Ferraro to introduce concepts to absolute beginners without confusing them with extended terminologies. The book is aimed at traditional functional managers who want to be involved in daily activities of their projects. Many Project Managers recommend this book to people who think they start a career in this field. You can have a little taste of a project manager's life and better understand the expectations of work. 8. Project Management: Beginner's Guide Greg Horine Think of this as an easier-to-read version of PMBOK. This is a perfect book for for To those who don't like going through countless dry pages. Greg Horino uses a conversation tone to keep the readers engaged and always remain on the point in question. This means that you have not found any advice or references in the workplace at cases of study in this book. You might think it's a disadvantage, but for an absolute beginner trying to learn the strings, this is the perfect approach. Once this book has been completed, you will have the basic theoretical knowledge of the project management process and you will be ready to improve it with more detailed books on the subject. Other resources Attribution CC Find out more about reviews. Reviewed by Abdullah Oguz, Visiting College Teacher, Cleveland State University 7/4/21 The text covers all areas of knowledge of project management and process groups. The content table shows all the topics organized. However, I think some chapters are short, and therefore should include more content. For example, ... Read more reviewed by Debbie Austin, Part-Time Faculty, Portland Community College 1/11/21 This text is a complete overview of the basic functions and project management processes. It is not a thorough study in any project management area, but does a great job to cover the final process for a basic or survey process. 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