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undergraduate, MBA, and Executive MBA classes in project management, leadership, teamwork, and quality improvement. He also teaches PMP Prep classes. He holds a BS from Benedictine College, an MBA from Western Illinois University, and a PhD in Operations Management from the University of Cincinnati.

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Timothy J. Kloppenborg is a Professor Emeritus of Management at Williams College of Business, Xavier University. He previously held faculty positions at the University of North Carolina Charlotte and the Air Force Institute of Technology and has worked temporarily at Southern Cross University and Tecnologico de Monterrey.

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showcase project management skills for future interviews. All content is consistent with the knowledge areas and processes of the 6th edition of the PMBOK Guide to give readers an advantage as they prepare to become Certified Associates in Project Management (CAPM) or Certified Project Management Professionals (PMP), if desired. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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MANAGEMENT, 3E. This text introduces time-tested manual techniques and progressive automated techniques, all consistent with the latest PMBOK Guide and integrated with Microsoft Project 2013. The book's focused approach is ideal for project management courses in both upper-level undergraduate and MBA-level programs. Students practice manual techniques to ensure that they fully grasp the principles behind the methods before learning to use Microsoft Project 2013, which is fully integrated into nine chapters of this edition, to complete tasks. Throughout the text, students have opportunities to build strong portfolios to showcase their skills in future interviews as they create specific deliverables for real-world projects, whether from working by themselves or as part of a group. To ensure that

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students understand the established standards in project management today and to prepare them to become Certified Project Management Professionals (PMP) if they choose, all content in CONTEMPORARY PROJECT MANAGEMENT is consistent with the knowledge areas and processes of the fifth edition of the PMBOK Guide. For quick reference, a list at the beginning of each chapter highlights the PMBOK topics covered, and all glossary definitions are consistent with the PMBOK Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Project management is a critical skill across a broad range of disciplines. Yet most people, regardless of educational background, have never received training in how to plan, manage, and execute projects. Project Management Essentials, Second Edition, is the go-to book for tried and true project management skills combined with the most current ideas from Agile in a concise, up-to-date, user-friendly format. It follows the project life cycle and provides several ready-to-use templates. Readers can use this book to plan and manage a project from start to finish or as a reference for help with one particular component of project management. Alongside each template is a brief description of what each template is and why it is useful, with an example to illustrate it.

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Each chapter of PROJECT MANAGEMENT: A CONTEMPORARY APPROACH begins with a listing of the most important points you'll need to learn, and all materials, including end-of-chapter questions and problems and test questions, have been developed to correlate to a specific objective. In addition, all PMBOK(r) Guide knowledge areas and processes are specifically included, and glossary definitions are from the PMBOK(r) Guide. This consistency with the established standard gives you a leg up if you decide to become a Certified Project Management Professional (PMP(r)). Microsoft(r) Project 2007 is fully integrated into the fabric of seven chapters within the text, and techniques are demonstrated in both a by-hand fashion and automated using

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Microsoft(r) Project 2007, helping you grasp the concepts behind the technique. One section at the end of each chapter lists deliverables for you to create (in teams or individually) for a real project. Clean copies of all deliverables will help you demonstrate your project skills in job interviews. PROJECT MANAGEMENT: A CONTEMPORARY APPROACH includes proven methods developed over the past 50 years, as well as exciting new methods that are emerging from both industry and research.

As an executive, your organization may have limited resources. This book will instruct you and your leadership teams on implementing strategy through identifying, selecting, prioritizing, resourcing, and governing an optimal work

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portfolio. You'll learn how to sponsor every project stage, as well as leading project managers as direct reports. Detailed advice is given for developing project management competency and utilizing input from customers, employees, and processes. You'll learn how your organization can capitalize upon information technology to become competitive and to effectively implement business strategies, as well as how to make portfolio and project decisions using both qualitative and quantitative data and reliable analysis methods.

Improve Your Interpersonal Skills to Achieve Greater Management Success! Any formula for management success must include a high level of interpersonal skills. The growing

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complexity of organizational portfolios, programs, and projects, as well as the increasing number and geographic dispersion of stakeholders and employees, makes a manager's interpersonal skills critical. The frequency and variety of interpersonal interactions and the pressure to perform multiple leadership roles successfully while ensuring customer satisfaction have never been greater. *Interpersonal Skills for Portfolio, Program, and Project Managers* offers practical and proven tools and methods you can use to develop your interpersonal skills and meet the challenges of today's competitive professional environment. Develop the interpersonal skills you need to:

- Build effective, high-performing teams
- Work efficiently with virtual teams
- Develop approaches to build and maintain relationships with

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stakeholders at all levels □ Handle stress and deal with unexpected critical incidents □ Motivate your team Whatever your level of experience, you will find these practical and proven methods to be the best formula for improving your interpersonal skills-and enhancing your management success. The chapters include discussion questions, making this a perfect text for use in academic or workshop settings.

Research indicates that emotional intelligence (EI) accounts for an astonishing 70-80 percent of management success. Technical expertise just isn't enough anymore: project managers need strong interpersonal skills and the ability to recognize emotional cues in order to lead their teams to success. Emotional Intelligence for Project Managers

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introduces readers to all facets of EI and shows how emotions can be leveraged to meet project goals. They'll learn how to:

- * Set the tone and direction for the project
- * Communicate effectively
- * Motivate, inspire, and engage their team
- * Encourage flexibility and collaboration
- * Deal productively with stress, criticism, and change
- * Establish the kind of high morale that attracts top performers
- * And more

The second edition includes several expanded sections on self-awareness and self-management, as well as a new chapter on using EI to lead Agile Teams and a close look at Servant Leadership. Without the people skills necessary to lead effectively, even the most carefully orchestrated project can fall apart. This indispensable guide gives project managers the tools they need to create winning teams and

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get the job done right and on time.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a

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section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle—and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) □

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Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Make breakthroughs in project quality by combining project management with quality management - this books shows you how. Guiding you from project initiation through closure, the book provides a detailed stage-specific flowchart of activities correlated with appropriate tools to give you new power to meet customer expectations and institutionalize project quality.

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